



Position Description

Position: Regional Field Advisor | Kaitohutohu-ā-Rohe

Reporting to: National Operations Manager | Pouwhakahaere ā-motu - Kōkiri

Date: May 2025

Background

Herenga ā Nuku Aotearoa, the Outdoor Access Commission, is the Crown agent responsible for providing leadership on outdoor access issues. Our role is to advise on and advocate for free, certain, enduring, and practical access to the outdoors.

Herenga ā Nuku has a team of 17 staff and a nationwide network of 11 regional field advisors.

Position summary

A Regional Field Advisor (RFA) works with communities to uphold and create connections to and across the land. A regional field advisor's role is help create, retain and promote public access opportunities in their region, resolve access disputes and care for access to the land and the people who live, work and play on it.

A Regional Field Advisor (RFA) reports to Herenga ā Nuku's National Operations Manager based in Wellington. RFAs reside within their area of responsibility, are part-time (ranging from 1 to 3 days a week) and are engaged as independent contractors.

The rate for the role is \$56.50 an hour (plus GST if applicable).

The role will require visiting locations of public access interest. Visits may be outside normal working hours.

An RFA must be comfortable working independently and prioritising work as needed.

Requirements

- a valid driver's licence.
- any motor vehicle used must be appropriate for the work, with a current Warrant of Fitness and registration.
- a home office with access to a reliable, high-speed internet connection.
- appropriate outdoor footwear and weather-appropriate gear. Herenga ā Nuku will fund some branded clothing.

Key responsibilities

The role includes

- advising and advocating for free, certain, enduring and practical access to the outdoors
- building effective relationships with tangata whenua
- establishing and maintaining relationships with stakeholders, including local and regional government, landholders, recreation and trail groups, and the public
- responding to enquiries on public access within the area of responsibility

- investigating and negotiating new access opportunities and retaining existing public access
- helping to facilitate access dispute resolution
- engaging in statutory planning processes and preparation of submissions to increase awareness of and promote public access
- robust case management, record keeping and quarterly reporting requirements

Herenga ā Nuku will provide

- a laptop
- induction training
- ongoing support, advice and information
- negotiation and facilitation training
- personal locator beacon
- Some Herenga ā Nuku-branded clothing
- reimbursement for use of a personal vehicle for Herenga ā Nuku work — \$1.04c per km
- actual and reasonable costs associated with the role (accommodation, meals, and travel-related expenses)
- phone usage — \$40 per month
- internet usage — \$60 per month

Competencies

Integrity

Acts in a manner that conveys the principles important to the Commission, including professionalism, impartiality, fairness, sound ethics and respect for others. Is seen as direct and truthful.

Achievement oriented

Plans and manages activities and projects for self and others; organises tasks to best use time and resources; and focuses attention on key objectives.

Analysis and judgement

Undertakes thorough analysis through accurately defining the problem or identifying the outcome; sees the 'whole' and the complexity of connections; gathers all relevant information and makes timely, sound decisions.

Building relationships

Builds, maintains and uses effective working relationships, internal and external to the Commission, to facilitate the successful achievement of projects, assignments and objectives

Agility and personal effectiveness

Displays energy, optimism and perseverance; ensures effective performance when faced with ambiguity, changing environments and demands.

Work standards

Sets high personal and professional standards for self and others; assumes responsibility and accountability for successfully completing projects, assignments or tasks.

Personal development

Acquires, understands and applies new job-related information, knowledge and skills in a timely manner. Able to learn from experiences and other people and apply them in practice.