



POSITION DESCRIPTION

Position:	Regional Field Advisor Kaitohutohu-ā-Rohe
Location:	Wellington
Reporting to:	National Operations Manager
Date:	February 2022

BACKGROUND

The New Zealand Walking Access Commission Ara Hiko Aotearoa was established by the Walking Access Act 2008 to enhance and extend public access in New Zealand and provide free, certain, enduring, and practical public access to the outdoors. The Commission provides leadership on outdoor access issues and administers a national strategy on outdoor access, including tracks and trails. It maps outdoor access, provides information to the public, oversees a code of responsible conduct, helps resolve disputes and negotiates new access.

The Commission has a tight-knit head office team of 14 and a network of 12 regional field advisors based throughout the country. It is governed by an independent board.

POSITION SUMMARY

A Regional Field Advisor (RFA) reports to the commission's National Operations Manager who is based in Wellington.

Regional Field Advisors reside within their area of responsibility.

RFAs are part-time (from 1 to 3 days a week) and are engaged as independent contractors. The rate for the role is \$50.00 an hour (plus GST if applicable).

The role will require work in the rural environment and outside normal working hours.

AS CONTRACTORS, RFAS ARE REQUIRED TO PROVIDE

- a motor vehicle appropriate for the work, with current WoF and registration
- home office with access to a reliable, high speed internet connection
- a digital camera, and
- outdoor clothing and safety equipment such as appropriate footwear, weather appropriate gear, and appropriate personal protection equipment (the commission will provide some branded clothing).

KEY RESPONSIBILITIES

The role includes:

- building effective relationships with Māori and tangata whenua
- establishing and maintaining relationships with stakeholders, including local and regional government, landholders, recreation and trail groups, and the public
- communicating the objectives, functions, and services of the commission to the public
- responding to enquiries on public access within the area of responsibility
- representing the commission at local and regional levels
- engaging in Council statutory planning processes to increase awareness of and promote public access
- investigating and negotiating new access opportunities and retaining existing access, and
- facilitating regional and local access disputes and proposals.

THE COMMISSION WILL PROVIDE

- a laptop
- induction training
- on-going support, advice and information as and when required
- negotiation and facilitation training
- personal locator beacon, and
- some commission branded clothing.
- Reimbursement for use of a personal vehicle on commission work - \$0.80 per km
- Actual and reasonable costs associated with the role (accommodation and meals and travel related expenses)
- Phone usage - \$40 per month
- Internet usage – \$60 per mon

COMPETENCIES

Integrity

Acts in a manner that conveys the principles important to the Commission, including professionalism, impartiality, fairness, sound business 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 make best use of time and resources and focuses attention on key objectives.

Analysis and Judgement

Undertakes thorough analysis through accurately defining problem or identifying 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 the successful completion of 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 in practice.