

Job Description

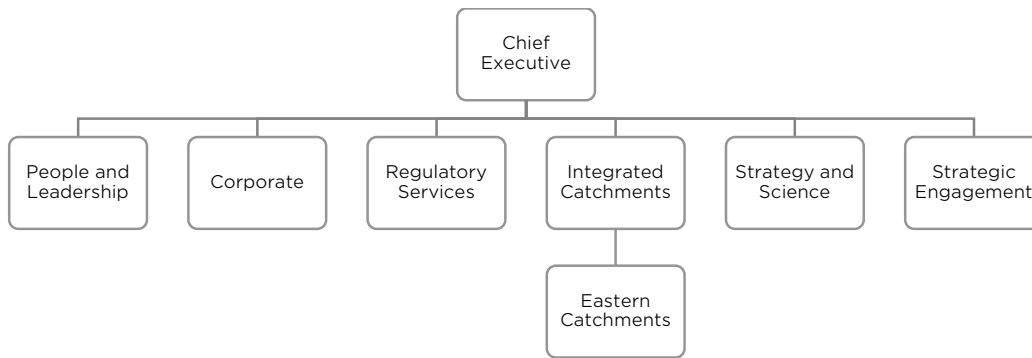


Job title	Biodiversity Officer
Group	Integrated Catchments
Section	Eastern Catchments
Responsible to	Team Leader, Eastern Catchments
Responsibility for employees	None
Date	June 2026

Our organisation

About us	Toi Moana Bay of Plenty Regional Council's work guides and supports the sustainable development of the Bay of Plenty. We are responsible for land, air and water, as well as public transport and economic development. We want to make sure our region grows and develops in a way that keeps its values safe for future generations.
Our vision	Our vision of "Thriving together - mō te taiao, mō ngā tangata" means we want to ensure that both the environment and the people in the region thrive. Looking after the environment is at the heart of what we do.
Our values	Our values reflect who we are and what is important to us: Trust, Integrity, Courage, Manaakitanga, Kotahitanga, Whanaungatanga.
Our leadership model	Te Pae Rangatira, means 'The Model of Leadership'. In Māori, it is said a Rangatira (Leader) is one who is able to raranga (weave) their tira (group of people) together. Leadership at Toi Moana is guided by four pou whirinaki (pillars of guidance), these are: Care, Collaborate, Navigate and Balance.
Partnerships with Māori	Māori hold a unique role in shaping and contributing to regional leadership and direction.
Our community outcomes	Our community outcomes describe what we're working towards achieving for the Bay of Plenty: - o He taiao ora - a healthy environment, - o He hāpori mata-hī awatea - future ready communities, - o Ngā hāpori e honoa ana, e whakamanatia ana hoki - Connected and enabled communities, - o He whanaketanga mauri tū roa - Sustainable development, - o Te Ara Poutama - The Pursuit of Excellence. Directly or indirectly, your work will feed into helping us achieve one or more of these outcomes.

Our team



Job purpose

Toi Moana Bay of Plenty Regional Council (BOPRC) is committed to its' vision of thriving together through the delivery of strong community outcomes. It is our people and their commitment to first class leadership and high performing teams which will ensure this delivery.

This job exists to plan and implement projects that give effect to Bay of Plenty Regional Council's policies, plans and strategies for the sustainable management of land. This encompasses the protection of soil and water values, the protection of indigenous biodiversity and managing biosecurity threats. This job also facilitates and supports community, Council and national agency initiatives aimed at implementing sustainable land management practices and to implement Council policy on recreation, open space and regional parks.

Functional relationships

External	Purpose and frequency of contact	
• Landowners/occupiers	• Service delivery	Daily
• Community care groups	• Consultation	Weekly
• Iwi and Māori Trusts	• Collaboration	Daily
• Contractors, consultants and suppliers	• Provision of information and responding to queries	Daily
• Government organisations	• Seeking information, products and services	Daily
• Other local authorities	• Coordinating works	Occasionally
• Non-government organisations	• Collaborate on projects	Occasionally
• Industry groups	• Various	Occasionally
• Technical or legal professionals	• Various	Occasionally
• Research institutions	• Collaborate on projects	Occasionally
• Media	• Implementation of communications plans	Occasionally

Internal	Purpose and frequency of contact	
Staff at all levels within the organisation	Provide support, receive assistance	Daily

Key result areas

The job encompasses the following major functions or key result areas:

- Operations
- Relationship management
- Corporate contribution.

Key accountabilities

The requirements in the above key result areas are broadly identified below:

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
1. Operations	
Biodiversity survey and monitoring - Plan and undertake monitoring and conduct surveys to evaluate the effectiveness of biodiversity management programmes. - Assist with State of the Environment monitoring of terrestrial biodiversity. - Interpret monitoring data and prepare relevant reports. - Undertake assessment and reporting of the ecological values and condition of biodiversity sites. - Contribute to the development of any investigations and research related to biodiversity. Manage site led protection programmes - Negotiate agreements with landowners/occupiers and Māori to protect biodiversity values. - Design, implement and manage site led biodiversity protection projects. - Manage expenditure of project budgets including engaging and coordinating contractors. - Develop and maintain working relations with external organisations, land occupiers and owners to facilitate field activities. - Make recommendations to landholders regarding biosecurity and biodiversity protection at sites.	- Agreed project objectives are met. - Work is conducted to standards specified in project plans and in a way which complies with legislation and Council's policies and strategies. - Landowners / occupiers understand their obligations under the Council strategies and plans and to sustainably manage their land. - Reports are timely accurate and demonstrate progress in achieving project objectives. - Enforcement actions are legally sound and defensible. - Advice provided is based on sound research and analysis and provided in a timely and professional manner. - Response to enquiries is provided in a timely, professional and courteous manner. - Contract work is implemented in accordance with contract specifications and conditions and achieves desired outputs. - Work undertaken by students meets project objectives, is completed to the standard specified in project plans. - Any additional duties are completed to a standard as specified in the project plan.

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
• Undertake special projects relating to biodiversity protection when required. • Prepare specifications, oversee, monitor and report on contracts for implementation of biodiversity protection projects. Biodiversity protection • Provide guidance to Iwi/hapu landowners, regional council staff and community groups on matters of biodiversity management and terrestrial ecology. • Respond, investigate and report on inquiries relating to biodiversity associated issues. • Respond, investigate and report on enquiries related to terrestrial ecology. • Facilitate the transfer of knowledge to enhance community awareness of biodiversity issues and solutions to these issues. • Support the establishment and maintenance of community initiatives for the protection of biodiversity. • Provide accurate and relevant advice, information and reports to internal and external clients. • Supervise students undertaking field work and administrative duties. • Maintenance of Council databases and records. • Undertake other relevant duties as directed by the Team Leader and/or Manager. • Provide ecological input into consenting, policy development, and environmental planning, including reviewing AEEs and ecological management plans.	
2. Relationship Management	
• Establish and maintain close working relationships with internal and external contacts including local authorities, ratepayers, landowners, suppliers, consultants, and contractors. • Ensure that the relationship between the Council and its key external stakeholders including care groups is positive and constructive. • Represent Council at appropriate conferences, seminars and other events.	• Effective, professional relationships and partnerships are developed and maintained with internal and external contacts. • Professional image is conveyed in public forums.
3. Corporate Contribution	

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
• Promote the implementation of the Corporate Culture Statement, Leadership Model and Health and Safety Systems. • Recognise individual responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015. • Meet the statutory responsibilities detailed in the Information Management Policy and Procedures standard. • Meet Bay of Plenty Regional Council's statutory responsibilities for civil defence and emergency management.	• Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. • Hazards are identified and all incidents and accidents are reported. • Participate in any wellness programmes, such as stress management training and health monitoring. • Council records are created and maintained in corporate information systems, meeting specified information management standards. • Participate in any civil defence and emergency management training initiatives and assist with any civil defence emergencies, as part of Bay of Plenty Regional Council's responsibilities for civil defence and emergency management.

Delegations

Delegations as set out in the Chief Executives Delegations Manual.

Freedom to act

Guidelines and support are available to assist the jobholder to make decisions e.g. policy documents, standard procedures, reference to team leader or senior employees. If jobholder can make decisions without approval from anyone else, please note that authority.

- Colleagues, internal specialists, network groups, others with relevant skills, legal guidelines and legislation, external organisations.
- Corporate Policy, Standard Operating Procedures (Riparian Management Programme, Biodiversity Management Programme), Biosecurity Act, RMA, Coastal Plan, TYP, Regional Natural Resources Plan, Regional Pest Management Plan, Contracts Manual and Health and Safety Manual.

Work complexity

Most challenging duties typically undertaken:

- Applying advanced botanical knowledge and rigorous methods to biodiversity survey and monitoring, including vegetation assessment, species identification, and robust data collection and analysis to inform management decisions.
- Maintaining a high level of technical and legal knowledge of biodiversity protection and management, to apply best practice to this work and communicate this to a range of audiences.
- Regularly handling complex face-to-face negotiations with landowners/occupiers, iwi, community groups and other stakeholders some of whom may be strongly opposed to Council's position.
- Facilitating behavioural or practical change in areas of biodiversity protection.
- Incorporating the wider social, cultural, economic and environmental context into plans, projects and advice.

- Managing and reporting on multiple projects and budgets.

Person specification

Minimum academic qualifications required:	
Essential	Desirable (for recruitment purposes only)
• Bachelor degree in a field that is relevant to the specialisation of this role is required. • A valid driver's licence required*¹	• Preferably Bachelor of Science qualification in ecology or a related biological or environmental science

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
• Minimum three years relevant work experience. • Must be able to undertake the physical requirements of the position.	• Experience in local government environment. • Contract management experience including contract specification, oversight and monitoring. • Project management experience. • Trained and experienced in the use of all-terrain vehicles.

Key skills / job specific competencies

The following indicates what would typically be expected for this role at a competent level:

Advanced knowledge	• Knowledge of NZ ecosystem function, flora and fauna, including botanical identification skills. • Sound technical knowledge and experience of indigenous biodiversity management and monitoring practices. • Ability to negotiate good biodiversity protection management outcomes with a wide range of people and institutions. • Ability to interpret and apply evidence-based science to practical situations on the ground. • Ability to persuade landowners to adopt biodiversity protection management practices. • Ability to communicate and apply specialist knowledge in an area specified in the job advertisement to achieve agreed outcomes. • Ability to analyse data relevant to this role's specialisation.
Working knowledge	• Computers, databases. • Data collection using GPS. • Project management. • Presentation and public speaking skills. • Resource management and biosecurity legislation. • Consent requirements and conditions. • Health and safety legislation and personal HSE obligations.

¹ Driving record free of driving suspensions or convictions (excluding demerit points and infringement fees) and full licence type held. Requirement for valid Driver's Licence may be waived if applicant has a driving-related disability.

	• Knowledge of digital technology, including field collection and geographic information systems. • Working knowledge of the Resource Management Act 1991, relevant National Policy Statements and Biosecurity Act 1993. • Awareness/understanding and appreciation of Te Ao Maori
Awareness	• Community, cultural and political awareness. • Social awareness.

Personal attributes / key behaviours

- Ability to influence and achieve behaviour change, principally working one on one with landowners but also including community groups and iwi.
- Comfortable undertaking field-based work in outdoor and remote environments, with the ability to apply skills across a variety of ecosystems, habitats, and taxa.
- Strict attention to quality control, data management and accurate record keeping.
- Strong communication skills including written and oral presentation skills.
- Sound judgement and initiative.
- Sound decision-making skills.
- Effective time management.
- Problem solving skills.
- Self-motivated and able to work unsupervised.
- Negotiation skills with ability to resolve conflict situations.
- Desire to enhance knowledge and skills.
- Empathy for environmental issues and a genuine desire to enhance the natural environment.
- A reasonable level of fitness.

Other requirements

- May require frequent travel within or outside Bay of Plenty region.
- Occasionally required to work outside of normal hours.
- Regularly required to carry out field site inspections and surveys, which are often undertaken in unfavourable conditions and remote areas.
- First aid and four-wheel drive certificates.
- May be required to work with hazardous and toxic materials.
- May be expected to work under conditions in which personal risk is incurred, and safety procedures must be adhered to in accordance with the Council's Policies and Procedures.

Change to job description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning.

Approved:

Manager

Date

Discussed with job holder:

Employee

Date