

## **Island Manager – Rotoroa Island**

**Salary range \$60,000 - \$80,000**

### **Rotoroa Island**

Rotoroa is an 80-hectare island [www.rotoroa.org.nz](http://www.rotoroa.org.nz) in the southeastern Hauraki Gulf which is a 1.5hr ferry ride from Auckland city. Owned by the Salvation Army, it was run as a rehabilitation center for drug and alcohol recovery for over 100 years. It is now managed by the Rotoroa Island Trust as a nature sanctuary open to the public.

The Trust has undertaken a significant environmental restoration programme which involved the planting of over 300,000 native trees, removal of rats and mice and establishment of visitor facilities. The latter include accommodation for 47 people in 3 fully furnished houses and a bunk room style lodge, a visitor centre and associated tracks and toilets.

The Trust has a small management team comprised of 4 people - a chair, finance, marketing and advocacy and operational management specialists. On island we employ a manager and assistant manager, relieving rangers who enable our managers to have time off, 1-2 summer rangers and we have a growing volunteer programme. We work as a team to ensure that all we do is undertaken in a safe and efficient manner and within our annual budget. Our natural environment and our visitors are really important to us, and we expect that they will be important to you. Ensuring our visitors always have a great experience and increasing our visitor numbers are key to our ongoing success. This role presents a unique opportunity for the island manager to ensure that systems, infrastructure and the culture of our team are all aligned to ensure the island's natural environment continues its rehabilitation and that every visitor has a terrific experience on the island.

### **Job overview**

- The island manager role is a full-time role and requires a person who is very organised, self-motivated, adaptable and resourceful and is also a people person and a team player.
- You will be the Rotoroa Island Trust's key representative on the island. We are looking for a person with a diverse skill set ranging from experience managing people and associated systems (including health and safety), to setting work programmes and priority setting. The role has on-island responsibility for maintaining infrastructure, ensuring staff and visitor safety and leading our team to deliver the Trust's annual work programme.
- Experience balancing the administrative side of the role (e.g. emails, documentation, planning) with the operational side would be useful.
- Significant practical experience including grounds, facilities and machinery maintenance and operation is required.
- This is a hands-on role as well as a managerial role that requires a person who is able to delegate but will also get out on the ground and undertake all the work required. Leading by example is an essential component of this role.

### **Reporting lines and training**

- The island manager reports to the Trust Operations Manager and together they agree the annual work programme. The island manager is responsible for all island personnel which includes paid staff, volunteers and contractors.

- Initial training will be undertaken through a handover period of 1-2 months with the present Island Managers and RIT management team.
- An island operations manual provides the detail around most tasks undertaken on the island. The island manager will be expected to have a current driver's licence and first aid certificate. Other external training required such as food handlers, dangerous goods (for fuel storage) will be planned in soon after the hand-over has been completed.
- The island manager will be responsible for the training and induction of relieving and summer rangers and volunteers. This includes documentation to confirm that training has been undertaken.

### **Specific duties and tasks**

1. Personnel management and work programming
  - The island manager is responsible for leading all areas of work and ensuring it is done in a timely and efficient manner.
  - You must be able to set and manage the work programme to ensure that all work required is undertaken safely, within budget and presents a consistently high standard to our visitors. This requires the ability to manage island staff and volunteers in such a way that their skills and experience is best utilised, they feel valued, and tasks are delegated to ensure work required is completed within required timeframes. Ensuring that all personnel are inducted and trained in tasks allocated to them is essential.
2. Asset management
  - Rotoroa has a diverse range of assets from buildings (some of which are historic), machinery, vehicles, a wharf as well as rubbish/recycling, water and wastewater infrastructure. Natural assets (our wildlife, natural environment and pest free status) are also included here. Many areas are publicly accessible.
  - This role will be responsible for the overall management of these assets which includes maintenance to industry standards (e.g. fire safety, safe machinery operation, drinking water standards) and Trust requirements, regular reviews of the condition survey to inform budgets and ensuring that our assets are maintained in a proactive and efficient manner to maximize their longevity. This includes our accommodation offerings and ensuring they are always in a condition that justifies the charge to visitors for their island experience.
3. Grounds, tracks, roads and signage maintenance
  - Maintaining grounds (mown areas, plantings around buildings), tracks, roads and signage are essential components of ensuring our 'front door' - what our visitors see, and experience, is always accessible, tidy and safe to use.
  - The island manager will be expected to ensure that the maintenance of these key assets is undertaken on a schedule that considers seasonality, weather events and periods of high public use.

# ROTOROA

An Island of Restoration

- Signs must always be readable and not obscured by vegetation. Roads are also walking tracks and need to be maintained for vehicles and walking.
4. Weed control
- The island manager will be responsible for weed control on the island. We have a few problematic species including pampas and moth plant which require regular seasonal control to minimise seed set and expanded spread.
  - Ideally you should be Grosafe qualified and have had previous weed control experience. You will be required to use herbicides on a regular basis but also undertake manual control.
5. Health and Safety
- The island manager is responsible for day-to-day health and safety and emergency management on the island. This includes working with a wide range of suppliers and contractors including Explore, the island's ferry operator, and contractors who service two cell phone towers and various infrastructure on the island. It also includes ensuring safe working conditions for visitors as well as staff and volunteers.
  - A daily safety tail-gate meeting must be completed to ensure hazards are recognised and mitigated, and reporting and improvement requirements must be met for any incident which occurs on the island.
6. Visitor management
- Visitors are our best brand ambassadors. The island manager must be a people person who makes every visitor feel welcome. We expect every person you meet on the island to be greeted warmly. This applies equally to those who come by ferry or other means of public transport to our increasing boatie visitors.
  - From time to time, you will deal with people who flout the rules around the no dogs or fires policy. You will be expected to interact and maintain a professional manner at all times including asking and ensuring that these people leave the island.
  - You will also be expected from time to time to lead guided walks and assist with event management.
7. Boat handling
- The island manager must have a reasonably high level of marine power boating experience and ideally should have a Skippers Restricted Limits (SRL) ticket to drive our West Coaster boat which provides access to Waiheke Island for supplies, rubbish and recycling, but is also used to transport staff and contractors.
  - If no SRL has been obtained, we will expect that this will be attained within six months of taking on the role. This could also be a role undertaken by the Assistant Island Manager if suitably qualified.