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Job Description

Job Title	Manager, Habitat Management and Monitoring
Department	Conservation
Location	Mai Po Nature Reserve
Job level	Level 4

Mission of the Department:

Since instigating and assuming management of Mai Po Nature Reserve (MPNR) in 1983, the reserve has become an iconic and important component of WWF-Hong Kong. MPNR is an unique example in Hong Kong of ENGO collaboration with government in which the management of a protected area is taken up by the former. WWF-Hong Kong first began receiving government subvention in 1998, after the reserve, along with Inner Deep Bay, was recognized as China's 7th Ramsar site. Although the reserve is quite small in global terms, it is very rich in biodiversity especially bird fauna. The most important factor is that it lies in the heart of the East Asian Australasian Flyway (EAAF) making it a critical stopover site for many species of birds, especially waterbirds, and many of them are of global conservation concern. MPNR is not only of global importance but also of local and regional significance. The reserve is home to the last remaining traditionally managed *gei wai* (i.e. tidal shrimp ponds) in Hong Kong. It contains the largest mangrove stand in Hong Kong and MPNR and surrounding Inner Deep Bay is a haven for many native species, including 26 mammals, 386 birds, 23 reptiles, 9 amphibians, 44 fish, over 400 invertebrates and 186 plants, many of which are protected under Hong Kong law.

In a nod to the importance of MPNR, WWF-Hong Kong set forth the goal of transforming the reserve into a regional centre of excellence for the conservation of wetlands and maximizing its leverage with other conservation programmes in its 2010-2015 Strategic Plan. The MPNR team also believes that more can be achieved, especially in terms of conservation and environmental education.

Purpose of Position:

For the Nature Reserve to function as a 'model' site to other network sites in the EAAF, and fulfil its potential to support good populations of a diverse waterbird fauna, the various wetland habitats in the Reserve must be actively managed under the guidance of a strong management plan, sound knowledge and experience, and guided by science.



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The effectiveness of habitat management is assessed through a combination of set targets and monitoring. Research on existing or new habitat management techniques is also carried out by the reserve management team, while many other scientific studies are carried out by local universities.

MPNR also faces many challenges such as pollution, siltation, urban development in surrounding areas, changing waterbird populations, exotic species and climate change that will need to be addressed or mitigated in order for the team to meet its management goals.

Currently the Mai Po Nature Reserve is managed by both the Centre Manager and the Manager, Habitat Management and Monitoring. While the Centre Manager focuses on the general management and visitor service of the Reserve, the Manager, Habitat Management and Monitoring focuses on providing technical expertise in habitat management and conservation. The Manager, Habitat Management and Monitoring reports to the Centre Manager in general matters and seek technical input from the Senior Head of Local Biodiversity & Regional Wetlands.

Job Dimension	
a) Job title of reporting officer:	Mai Po Centre Manager
b) Job titles which also report to reporting officer:	Administration Officer Marketing Officer, Mai Po Visit Conservation Manager, South China Wetlands (partly) Reserve Officer, Community Awareness (partly)
c) Titles of posts report to this position:	Reserve Officers Conservation Officer, Mai Po Projects
d) No. of Staff reporting directly:	3
e) No. of Staff reporting indirectly:	10
f) Annual Budget post administers	HKD3+ million per year



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Principal Functions:

The Manager, Habitat Management and Monitoring is responsible for leading the reserve's habitat management and research, including monitoring and evaluation of key performance indicators, and maintenance and upgrades to the site infrastructure (excluding the two Centres). He/she is also responsible for planning of activities, development of proposals, networking with major partners, budget development and monitoring, staff supervision and compilation of technical reports.

Programme(s) Descriptions:

Management of Mai Po Nature Reserve falls under WWF Hong Kong Strategic Plan 2010-15 under the Regional Wetlands programme.

The five goals identified in the current Mai Po Management Plan are:

1. To manage the MPNR so as to maintain and, if possible, increase the diversity of habitats appropriate for south China coastal wetlands, and the richness of native wildlife in the area.
2. To promote the use of the area for educational purposes both by students and the general public (including the provision of special facilities and tours for the disabled).
3. To realise the training potential of the Reserve as part of the Ramsar Site so as to promote wetland conservation and wise use in the East Asia/ Australasian Flyway, in particular China.
4. To promote scientific research relevant to the management and conservation of wetlands and their biota.
5. To promote, and support measures to reduce and minimise external threats to the habitats and wildlife at the Reserve.

Major Duties and Responsibilities:

1. Lead a team to maintain the habitats and facilities at Mai Po Nature Reserve (MPNR) according to the objectives and timetable outlined in the Mai Po Management Plan, which will be updated every five years through a process that the Manager, Habitat Management and Monitoring will be heavily involved;
2. Work with the Centre Manager to develop and upgrade the facilities and habitats at MPNR according to the vision of the Mai Po Master Plan;
3. Work closely with the Centre Manager to maintain good relationships with key local stakeholders, notably relevant government departments to ensure the smooth running and conservation of the MPNR, and being the principal contact person for technical and wetland management and conservation issues relating to the Reserve;
4. Oversee the preparation of the annual habitat management budget for MPNR and to ensure that the works are completed according to the budget;



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5. Work closely with Education and Communications staff to provide technical knowledge for awareness raising activities relating to MPNR;
6. Supervise a team responsible for the implementation of the MPNR Research and Monitoring Programme Plan, and ensure staff carry out their work properly;
7. Supervise and train the direct reports to ensure that they are engaged, motivated and productive team members;
8. Assist the Centre Manager to maintain and develop strategic partnerships with other local and international NGOs, academics, interest groups, experts etc., for the conservation of the Deep Bay wetlands including the MPNR, and the wildlife these wetlands supports;
9. Work with Conservation Teams at other WWF-Hong Kong Offices to minimise threats to MPNR originating from outside the Reserve;
10. Provide logistical and advisory support to other sections within the MPNR such as Visitor Marketing, and various conservation projects;
11. Provide strategic guidance to the Wetland Management Training Programme in order to create better synergy with our other freshwater and wetland projects and align with the WWF Global Programme Framework where possible;
12. Work with the Marketing and Fundraising team and others as appropriate to formulate fundraising proposals related to Habitat Management and non-Centre infrastructure.
13. Act as the primary spokesperson for WWF-Hong Kong on the habitat management and wildlife at Mai Po and where appropriate, nearby areas.
14. Provide support to fundraising programmes and major donor events held at MPNR and guide important guests around the reserve;
15. Act as spokesperson for the annual Big Bird Race and primary liaison within the Conservation Dept with the Big Bird Race Marketing & Fundraising team, and oversee the spending of raised funds on identified habitat management projects

Internal Working Relationships:

Members of the Mai Po team, WWF HK staff in Conservation, Marketing, Fundraising & Communication, Finance & Accounting and Education Department.

Mai Po Management Committee, Senior Management Team, Trustees.

Routine contact with the Operations Department on matters such as human resources, donor services and other teams on operational matters.



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External Working Relationships:

Government Departments (including Agriculture, Fisheries and Conservation, Lands, Planning and District Office), Hong Kong Bird Watching Society, Ramsar Convention Secretariat, IUCN, local universities, ENGOs, other WWF offices, staff of other nature reserves and, donors.

Profile

Required Functional Skills

- University degree in a relevant discipline (e.g. ecology, nature conservation, wildlife biology)
- 5+ years of experience in a position that stewards the habitat management work of a wetland nature reserve or a wetland national park
- 3+ years of work experience at a supervisory level, able to demonstrate good management and supervisory skills
- Good command of both written and spoken English while fluency in Cantonese or Mandarin is desirable.
- Experience in managing a multi-skill team such as conducting research, field operation, and project management
- Physically fit for working outdoor for lengthy period

Required Attitudes

- Demonstrated competencies in the following areas which are required from a Level 4 staff:
 - Deciding & initiating action
 - Leading & supervising
 - Presenting & communicating information
 - Writing & reporting
 - Analysing
 - Planning & organization
 - Coping with pressure and setbacks
- Enjoy team works
- Creative and energetic
- Have a genuine interest in wildlife, especially birds
- Sharing WWF's values: passionate and optimistic, challenging and inspiring, credible and accountable, persevering and delivering results

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.