

Role Description

Title	Research Assistant
Manager Title	Manager
Directorate and Group	Biodiversity; Biodiversity Heritage and Visitors
Band	B
Date	August 2024

Public Service

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa

I āianeī, ā, hei ngā rā ki tua hoki, he kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a Ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

About DOC

The Department of Conservation Te Papa Atawhai (DOC) serves to protect and restore nature spaces and species across Aotearoa.

At the heart of our success is our strong DOC culture, built on clear values. Our integrity grounds us, our connections take us further together, we empower ourselves and others to do the best work, so we achieve more for nature and New Zealand.

Role purpose

The purpose of this role is to assist with data collection to support a designated research programme.

Key working relationships

Internal	External
Peers and colleagues Supervisor Technical Advisors Regional DOC staff	Volunteers Members of the public

General

Employees are required to respond to DOC's changing needs, performing other tasks as reasonably required.

DOC may make reasonable changes to the role in consultation with the role holder.

You are required to maintain a strict sense of personal ethics, maintain confidentiality and privacy, and abide by DOC's Code of Conduct.

Accountabilities

Accountability	Including
Research support	Undertaking research work as directed, including: • Conducting species surveys • Installing, setting, and checking traps • Banding, attaching transmitters, and radio-tracking • Conducting searches and monitoring species found • Completing a field diary • Entering and collating data Assisting with other tasks as required Providing day-to-day supervision of volunteers, as required for specific tasks
Build and maintain effective stakeholder and customer relationships	Working collaboratively with teams across DOC and contributing effectively to cross-functional teams Building and maintaining effective relationships with key individuals and groups from relevant sectors and organisations
Work management and delivery	Delivering on tasks as set out in work plans, performance expectations, and task assignments Identifying critical issues and risks and ensure they are constructively raised and addressed Managing knowledge and information to ensure it is secure, current, and appropriate access protocols are applied Taking all practical steps to ensure your own safety and the safety of others

Capability

Capabilities required	
Specialist skills, knowledge, and qualifications	Experienced and competent in a fieldwork environment Ecological data collection and entry skills Ability to work independently and to lead volunteers Technical skills with monitoring equipment
Collaboration, relationship building, communication and interpersonal skills	Interacts productively with a wide range of people Recognises importance of seeking and considering other perspectives

Capabilities required	
	Works effectively with peers to solve problems, gains trust easily and provides support Demonstrates and fosters collaboration across teams
Organisation contribution	Provides considered feedback and input to decision making Identifies and suggests opportunities to do things differently Proactively seeks to understand organisational or wider context of own role
Delivering results	Plans and organises work to deliver on objectives High personal and professional standards and accuracy
Treaty partnership	Understands where the Māori Crown relationship is important to DOC Able to use day-to-day te reo and tikanga at work, e.g. waiata and pepeha Knows to seek advice or support when required

You are required to comply with the standard operating requirements of DOC, i.e., you must comply with the financial, health and safety, legal, people and other delegations set out in Standard Operating Procedures, policies, and instructions (refer to the Intranet for further information).