



Position Details	
Position Title	Freshwater Manager
Manager's Title	Director, Aquatic
Manager Once Removed	Deputy Director-General, Biodiversity
Unit/Group	Aquatic/Biodiversity
Position Number and Location	500/10200; 500/10300 (Wellington/Hamilton/Christchurch)
Tier	Tier 4
Date	March 2019
Line/Service/Support	Line

### Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa I āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whitake 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.

### Te Kaupapa a Te Papa Atawhai

At Te Papa Atawhai, we express our spirit of service and serve Aotearoa through our purpose, *Papatūānuku Thrives*. This organisational strategy, Te Kaupapa a Te Papa Atawhai, puts nature and people at the heart of everything we do. Te Kaupapa is anchored by te reo Māori and te ao Māori, recognising that Te Tiriti o Waitangi and our relationship with our whānau, hapū and iwi are central to all our work.

### Role context

The Biodiversity Group has an ambitious, multi-faceted programme of work aimed at delivering significant conservation outcomes. This includes working in partnership with iwi and others to conserve and restore freshwater ecosystems across wetlands, rivers, lakes, and coastal/estuarine environments.

The Aquatic Unit provides strategic leadership in protecting and restoring aquatic species and ecosystems across freshwater and marine domains. The Unit also collaborates with internal and external groups to extend the reach and impact of the Unit, drawing on a wide range of knowledge and experience; ensures access to fit-for purpose information and tools, and engages in priority research and development programmes.

The Unit comprises teams of Technical Advisors and Science Advisors with the Manager of each team responsible for both managing staff and acting as the functional lead for work across the Unit.

This role works collaboratively with the other Aquatic Managers and the Biodiversity Group leadership team to foster an agile, co-ordinated, and targeted approach to conservation.

#### Role purpose

To lead the Freshwater team to influence biodiversity conservation outcomes.

#### Key accountabilities and deliverables

Responsibilities of this position are expected to change over time as DOC responds to changing needs. The incumbent will need the flexibility to adapt and develop as the environment evolves. This includes performing any other reasonable duties as required.

Accountability areas	Activities
People Leadership	<p>Model exemplary management and leadership behaviours</p> <p>Inspire, motivate, and encourage your team to deliver on the Department's outcomes</p> <p>Model and reinforce the Department's way of working (single point accountability, team process and leader-led) across your team/district</p> <p>Set annual expectations and manage and monitor performance through the Department's people management system including Monthly Operating Reviews (MORs) and other performance indicators</p> <p>Support the learning and development of your team (individually and collectively) by ensuring every team member has up to date Development Plan and receives regular feedback</p> <p>Appropriately delegate and assign tasks and projects</p> <p>Foster an open, collaborative, inclusive workplace culture and take action to create and support a diverse workforce</p> <p>Manage the performance of your team in a way that inspires trust, respect and continuous improvement in performance</p> <p>Have a plan that ensures the right capability for the team including succession, recruitment, and development opportunities</p>
Strategic Leadership	<p>Lead timely and effective research, science, knowledge programmes and advice</p> <p>Develop clear, strategically aligned work programmes to achieve impactful biodiversity outcomes</p> <p>Ensure the work programmes are culturally, intellectually and evidentially robust</p> <p>Influence through collaboration internally and externally</p> <p>Connect Mātauranga Māori into your work programmes</p> <p>Build strategic relationships to ensure DOC's views are influential in decision-making</p> <p>Lead a strategic stakeholder engagement approach</p>
Safety and Wellbeing	<p>Lead Safety and Wellbeing systems and practices across your team, including Job Safety Analysis and Management by Walk About (MBWA)</p>



Accountability areas	Activities
	<p>Actively manage and support the wellbeing of your team</p> <p>Provide leadership in achieving DOC's goal of developing an injury free workplace</p> <p>Lead culture change where safety and wellbeing is a key to success and the only acceptable goal is to be injury free</p> <p>Take all practical steps to ensure your own safety and the safety of others in the workplace</p> <p>Ensure staff rehabilitation reflects our commitment to the principles of early return to work</p>
Whānau, Hapū and Iwi Engagement	<p>Maintain close knowledge of whānau, hapū, iwi where you work ("at place")</p> <p>Engage in strong productive relationships in partnership with whānau, hapū, iwi to align conservation goals with the principles of the Treaty of Waitangi</p> <p>Ensure statutory obligations arising from section 4 of the Conservation Act and from Treaty settlements are met</p> <p>Demonstrate cultural capability and ensure leader led behaviour through the use and promotion of te reo and tikanga</p>
DOC and Team Contribution	<p>Display good team member behaviours</p> <p>Contribute to an inclusive, trusting and respectful team environment</p> <p>Use team process effectively</p> <p>Behave in a way that aligns with DOC's kaupapa</p> <p>Abide by DOC's standard operating procedures</p> <p>Work collaboratively with other teams across DOC and contribute effectively to cross-functional teams</p> <p>Work alongside your peers and Director to support an engaged Unit</p> <p>Behave in accordance with the Standards of Integrity and Conduct</p>
Stakeholder and Customer Engagement	<p>Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations</p> <p>Lead the representation and co-ordination of cross-agency initiatives within own area of responsibility</p> <p>Work with other Business Groups and Units to ensure a consistent and collaborative approach to stakeholder engagement</p>
Management and Delivery	<p>Manage the work of the Unit effectively by:</p> <ul style="list-style-type: none"> <li>• Planning, monitoring and reporting on work</li> <li>• Managing resources and processes effectively</li> <li>• Managing the Team budget</li> </ul>



## Capabilities

*Leading strategically:* Embeds, implements and engages others in the unit or region's vision and strategy; and thinks and acts strategically

*Leading with influence:* Communicates clearly and with impact, and inspires, motivates and influences others

*Enhancing organisational performance:* Drives system and process improvements and supports innovation within the team

*Enhancing system performance:* Builds strong relationships across DOC and builds key relationships and makes connections with external stakeholders and partners to achieve conservation outcomes  
Builds effective relationships with local whānau, hapū and iwi and/or contributes to DOC's wider relationship with its Treaty Partner

*Leading at the political interface:* Supports resolution of political issues and demonstrates political savvy

*Enhancing people performance:* Sets clear expectations for staff, reinforces, rewards and celebrates high performance, and addresses issues promptly

*Developing diverse talent:* Effectively coaches, gives feedback and takes a purposeful approach to building staff and team capability

*Enhancing team performance:* Builds a cohesive and high performing team and a high functioning and inclusive team culture

*Achieving through others:* Delegates appropriately and sufficiently, and maintains the right level of oversight of work

*Managing work priorities:* Plans, prioritises and organises work to deliver on short and long-term objectives

*Demonstrating understanding of the Treaty of Waitangi:* Demonstrates an understanding of the implications of the Treaty on today's society and conservation

*Demonstrating understanding of Māori Tikanga and protocols:* Demonstrates comfort engaging and working in partnership with iwi and tangata whenua

*Exercising judgement:* Displays judgement in applying knowledge of the situation and relevant context to make sound and unbiased decisions

*Honesty and courage:* Displays integrity and decisiveness

*Resilience:* Displays composure and a sense of perspective when the going gets tough; adopts habits to maintain personal balance and wellbeing

*Curiosity:* Displays openness to different perspectives

*Engaging others:* Connects with others, builds trust and listens

*Self-awareness and agility:* Displays self-awareness, is development focused, reflects on and adapts approach in changing circumstances

*Achieving ambitious goals:* Is accountable and committed to achieving ambitious outcomes



### Specialist skills and experience

- Ability to inspire, motivate, encourage and lead teams
- Excellent people skills
- A preference for working in collaboration
- A good knowledge of or strong interest in Freshwater conservation
- Proven track record in developing strategies
- Graduate qualification in science highly desired
- Understands the work of the Department and how it contributes to New Zealand’s future prosperity

### Relationships

#### External

- Office of the Minister of Conservation
- National Partners (e.g. DOC, MPI, MFE, MBIE, TPK, LINZ, Regional Councils, Local Government NZ, EPA)
- Iwi and tangata whenua
- Stakeholders including Non-Government Organisations (NGOs), industry associations, business, community, professional bodies
- Science, technology and knowledge providers (including Universities, Crown Research Institutes and independent providers)
- Relevant innovative national and international institutions and mechanisms

#### Internal

- Peers and colleagues
- Other Tier 4 managers in the Biodiversity Group
- Chief Science Advisor
- Directors and managers, and their staff, in other DOC Groups

### Authorities

You are required to comply with the standard operating procedures of DOC. In addition you must comply with the financial, human resources, legal and other delegations set out in Standard Operating Procedures, policies and instructions (refer to the Intranet for further information).

APPROVED:

Name: Martin Kessick, Deputy Director-General, Biodiversity

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Date: 4 March 2019

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