Department of Conservation
Te Papa Atawhai

Position Details	
Position Title	Operations Lead, Wild Animals
Manager's Title	Programme Lead Tahr
Directorate and Group	National Programmes 1, Biodiversity, Heritage and Visitors
Salary Band	E
Date	December 2025
Approved by	Director, National Programmes

Public Service

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

I āianei, 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.

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 Operations Group is responsible for delivering conservation work on the ground through our biodiversity, recreation/historic, community engagement and visitor centre teams.

The Operations Issues and Programmes Unit leads large, often multi-region, complex national programmes of work with significant national and/or political implications for the Operations Group and national functions of work. This role works within the Wild Animals team which has specific focus on programmes targeting threats to conservation objections from Wild Animals, including Himalayan tahr.

These programmes of work are often high profile and the team works collaboratively with whānau, hapū, iwi, the hunting sector and other key stakeholders.

The role will have a national focus, whilst recognising the Wild Animals team may be particularly focused on specific regions depending upon the current programme of work.

Role Purpose

Operationalise key elements of the Wild Animals team programmes of work including a specific focus on Himalayan tahr

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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	Performance Indicators
Delivery Wild Animals Programme of Work	Help ensure the successful implementation and execution of DOC's Wild Animals programmes by: • Building strong relationships with Senior Rangers and other key district or regional Operations staff in relevant areas • Providing on-the-ground support and additional context/guidance as required to allow for the accurate prioritisation of activities within districts • Assisting with the development of detailed task assignments/work plans specific to relevant districts Contribute to the establishment and maintenance of effective operational controls by drafting standards and conducting regular reviews based on feedback from whānau, hapū, iwi, Operations staff, and other key stakeholders, and industry best practice (includes utilising other DOC resources e.g. Health and Safety teams) Facilitate understanding of basis for Wild Animal team decisions and objectives by working with other DOC units to capture, develop and present detailed and robust data to share and communicate to whānau, hapū, iwi and other key stakeholders Assist with the ongoing engagement with whānau, hapū, iwi and other key stakeholders by participating in relevant forums and meetings and speaking to data and information as required Contribute to the development of DOC policies and processes (e.g. firearms/ammunition) by providing guidance and context from the Wild Animals programmes and own technical knowledge Ensure own knowledge of environment and stakeholders remains current and in-depth by maintaining strong relationships, participating in relevant forums and industry bodies and seeking out additional information	You are considered a trusted partner and knowledgeable resource for Operations staff Operational controls are maintained to a high standard and are recognised to be effective Issues are resolved or escalated promptly Important context and technical information is made available to other DOC units for decision making Information to assist stakeholder understanding is accurate, current and produced to required timeframes You speak confidently and are seen as credible by whānau, hapū, iwi and other key stakeholders Policy and processes which impact the Wild Animals team are sensitive to the needs of the team's programmes You remain up-to-date and aware of current trends and issues across different stakeholder groups
Safety and Wellbeing	Contribute to DOC's Health and Safety systems and	You comply with the

Accountability Areas	Activities	Performance Indicators
	practices, including Job Safety Analysis Contribute to a strong safety culture and achieving DOC's goal of developing an injury free workplace Take all practical steps to ensure your own safety and the safety of others in the workplace Take into account conditions that affect own and others' health and safety Take a proactive approach to managing your own and others' wellbeing	Department's Health and Safety policy and guidelines
Engagement with whānau, hapū, iwi	Have effective relationships with and work collaboratively alongside whānau, hapū, iwi	You receive positive feedback from whānau, hapū, iwi
DOC and Team Contribution	Display good team member behaviours Contribute to an inclusive, trusting and respectful team environment Work with your supervisor/manager to deliver against organisational priorities, and to further the objectives of the team/district Use team process effectively Behave in a way that aligns with DOC's values Abide by DOC's standard operating procedures Work collaboratively with other teams across DOC and contribute effectively to cross-functional teams	You behave in accordance with the Standards of Integrity and Conduct You can tell the 'Conservation Story' at your place i.e. how your work is contributing to the stretch goals You are seen as a team player You have effective relationships across DOC
Work Management and Delivery	Deliver on tasks as set out in work plans, annual expectations, task assignments and Monthly Operating Reviews (MOR) Identify critical issues and risks and ensure they are constructively raised and addressed Manage knowledge and information to ensure it is secure, current and appropriate access protocols are applied	Work plans are delivered on time, to specifications and within budget Managers are aware of obstacles to achievement of performance goals You adhere to DOC's information management protocols
Stakeholder/Customer Engagement	Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations Represent DOC and coordinate cross-agency initiatives within own area of responsibility	Your opinion is sought by others You receive positive feedback from customers and stakeholders

Capabilities

Thinking strategically: Sees the bigger picture; keeps abreast of trends; and aligns work with DOC's vision and strategy

Communication and influence: Communicates in a clear and engaging manner and gets others on board

Enhancing organisational performance: Identifies and suggests opportunities to do things differently

Building relationships: Works cooperatively and collaboratively with others across DOC; builds relationships with external stakeholders and partners; and works effectively with local whānau, hapū and iwi

Political savvy: Shows political awareness

Developing others: Shares learnings and experiences with others

Managing work priorities: Plans and organises work to deliver on objectives

Commitment to excellence: Sets high personal and professional standards, and shows a high concern for accuracy

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

Situational awareness: Displays knowledge and awareness of situations; identifies relevant context to develop robust recommendations and make sound decisions

Honesty and courage: Displays integrity and a willingness to speak up

Resilience: Displays composure and a sense of perspective when the going gets tough

Curiosity: Displays openness to different perspectives

Engaging others: Connects with others, builds trust and listens

Achieving ambitious goals: Is committed to delivering on objectives

Self-awareness and agility: Understands self and adapts to change; is development focused

Specialist Skills and Experience

- Sound knowledge and understanding of wild animals industry in New Zealand with specific focus on Himalayan tahr
- Knowledge and experience of conservation management gained through a degree qualification or equivalent experience
- Sound appreciation and understanding of engagement opportunities with whānau, hapū, and iwi, community, and businesses to enable pest management programmes
- Comfortable engaging and working in partnership with whānau, hapū, and iwi and demonstrates an understanding of the implications of the Treaty on today's society and conservation
- Able to interpret data and communicate in an easy-to-understand manner to diverse audiences

- Detailed knowledge and understanding of Te Papa Atawhai's work and specifically the Operations regional and district structure and work processes
- A sound knowledge of the legislation affecting DOC and government processes, procedures and accountability requirements
- Excellent people skills and a strong drive for results through collaboration
- Excellent communicator, verbally and in writing – has good business writing skills
- Firearms license
- Current full driving licence required

Relationships

External

- Ngāi Tahu
- Tahr Plan Implementation Liaison Group members
- Tahr-related concessionaires (Wild Animal Recovery, aerially assisted and ground hunting guides)
- Other central government agencies (e.g. Land Information New Zealand)

Internal

- Other peers and colleagues
- Operations Issues & Programmes staff
- Tahr team staff in Regional and District office staff in Eastern, Western, and Southern South Island.
- Operations Group
- Biodiversity Group

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: _____

Date: _____