

Role Description

Role Details	
Title	National Uniform Coordinator
Manager Title	National Business Support Manager
Directorate and Group	Business Support; Organisation Support
Band	D
Date	September 2023
Approved By	Director, Business Support

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 hāpori, 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) protects and sustains nature for current and future generations. Our purpose is to ensure that Papatūānuku thrives. We do this by:

- Protecting land, species, ecosystems, and cultural heritage for conservation purposes
- Managing threats and adverse impacts
- Being a voice for conservation
- Connecting people to nature

All New Zealanders have a role in keeping nature healthy. We partner with whānau, hapū and iwi and collaborate with commercial partners, NGOs, volunteers, and government agencies to improve conservation outcomes.

Role purpose

The purpose of this role is to effectively manage the supply of uniform to staff.

Key working relationships

Internal	External
----------	----------

Peers and colleagues Finance team Procurement team Communications team Brand management team	Uniform suppliers

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	This includes....
Uniform Coordination	Manage the loan and return of uniform items to staff Respond to enquiries about all uniform items from staff, including non-standard sizes Process uniform items returned from staff for exchange, alternations, cleaning, repair and decommissioning Manage the face-to-face relationship with uniform suppliers and our local administrative co-ordinators in districts Provide suppliers with feedback on specific uniform items which require improvement Train Uniform Store casual staff to process orders and uniforms items Draft uniform communications to staff and uniform site-champions Draft information for staff on Uniform availability Problem solve to identify issue, research and find a solution eg. allergies to specific fabrics, sizing, recycle old uniform items, fair allocation of items
Administration	Maintain uniform order records for each employee Manage stock levels and stock forecasting and place orders for uniform items with contracted suppliers Arrange approval of invoices from suppliers Manage systems for despatch of uniform items Organise shelving and physical storage of uniform items Collate information to respond to uniform non-technical information requests

Accountability	This includes....
	Take minutes for governance group meetings Review operations and update uniform dress standards and standard operating procedures as required
Build and maintain effective stakeholder and customer relationships	Work collaboratively with teams across DOC and contributing effectively to cross-functional teams Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations Represent DOC and coordinate cross-agency initiatives within area of responsibility
Work management and delivery	Deliver on tasks as set out in work plans, performance expectations, and task assignments 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 Take all practical steps to ensure your own safety and the safety of others in the workplace

Capability

Capabilities Required	
Specialist skills, knowledge, and qualifications	Experience working with stock and warehousing systems Understanding of garment /apparel provision including sizing, fabrics, and ordering Skilled in maintaining office systems including orders, databases, customer records and processing invoices Skilled in managing customer relations and expectations and supplier relationships Good writing skills to provide information to customers Experience developing and maintaining solid working relationships with staff and managers
Collaboration, relationship building, communication and interpersonal skills	Interacts productively with a wide range of people Recognises importance of seeking and considering other perspectives 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

Capabilities Required	
	- 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).