



Position details	
Position Title	Radio Engineer
Manager's Title	Team Lead, Infrastructure
Manager Once Removed	Technology Support and Infrastructure Manager
Unit/Group	Information Systems and Services/Corporate Services
Position Number and Location	100/1603, 100/1607 (Wellington)
Salary Band	E
Date	April 2019
Line/Service/Support	Line

Public Service

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

I āianeī, 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

Our radio devices and network are a potential lifeline for our staff working in remote locations across New Zealand. The radio network ensures our people have a reliable communication network to keep in touch, request assistance, update and manage their work.

Radios also provide urgent communication needs to support efforts fighting fires and Battle for our Birds; they are used to coordinate the drops with the helicopter pilots and staff.

The Radio Engineer role sits in the Technology Support and Infrastructure Unit, which is responsible for installing, maintaining and improving the IT and communications network.

Role purpose

To build, support, and maintain nationally consistent radio systems and services.



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
Work of the Project	<p>You are responsible for COBIT functions</p> <ul style="list-style-type: none"> • BAI09 Manage Assets • DSS01 Manage Operations • DSS02 Manage Service Requests and Incidents <p>By the following activities:</p> <ul style="list-style-type: none"> • Development and maintenance of the radio network • Maintain systems and processes of radio equipment assets • Manage radio network performance • Provide third level support and advice to communications service providers • Provide advice and support to radio users <p>Refer to appendix for activities required in each of these COBIT practices</p>	<p>You are seen to be proactive in finding ways to improve efficiencies in your area of work by continuous improvement cycle</p> <p>Your work is planned and managed to ensure best outcome for DOC</p> <p>You adhere to DOC SOPs, processes and procedures</p> <p>All documentation is supplied on time, is well constructed and error free</p>
Safety and Wellbeing	<p>Contribute to DOC's Health and Safety systems and practices, including Job Safety Analysis</p> <p>Contribute to a strong safety culture and achieving DOC's goal of developing an injury free workplace</p> <p>Take all practical steps to ensure your own safety and the safety of others in the workplace</p> <p>Take into account conditions that affect own and others' health and safety</p> <p>Take a proactive approach to managing your own and others' wellbeing</p>	<p>You comply with the Department's Health and Safety policy and guidelines</p>
Engagement with whānau, hapū, iwi	<p>Have effective relationships with and work collaboratively alongside whānau, hapū, iwi</p>	<p>You receive positive feedback from whānau, hapū, iwi</p>
DOC and Team Contribution	<p>Display good team member behaviours</p> <p>Contribute to an inclusive, trusting and respectful team environment</p>	<p>You behave in accordance with the Standards of Integrity and Conduct</p>



	<p>Work with your supervisor/manager to deliver against organisational priorities, and to further the objectives of the team/district</p> <p>Use team process effectively</p> <p>Behave in a way that aligns with DOC's values</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>You can tell the 'Conservation Story' at your place i.e. how your work is contributing to the stretch goals</p> <p>You are seen as a team player</p> <p>You have effective relationships across DOC</p>
Work Management and Delivery	<p>Deliver on tasks as set out in work plans, annual expectations, task assignments and MORs</p> <p>Identify critical issues and risks and ensure they are constructively raised and addressed</p> <p>Manage knowledge and information to ensure it is secure, current and appropriate access protocols are applied</p>	<p>Work plans are delivered on time, to specifications and within budget</p> <p>Managers are aware of obstacles to achievement of performance goals</p> <p>You adhere to DOC's information management protocols</p>
Stakeholder/Customer Engagement	<p>Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations</p> <p>Represent DOC and coordinate cross-agency initiatives within own area of responsibility</p>	<p>Your opinion is sought by others</p> <p>You receive positive feedback from customers and stakeholders</p>

This document, together with the appendix [DOC-3154656](#) (except APO10 Manage Suppliers), forms the full role description. For more detailed information about the role accountabilities refer to the Business Plan and Monthly Operating Reviews of the position holder.

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: Is honest

Courageousness: 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

- A Telecommunications or similar qualification, such as Bachelor of Technology, Bachelor of Engineering, NZCE, RTC is desirable
- Displays in-depth understanding of VHF, HF, Digital radio and satellite technologies
- Has a broad understanding of power generating technologies and their applications for use in radio networks
- Has work experience in radio related industries at a technical level for at least 5 years.
- Has an understanding and working knowledge of radio licensing requirements and radio spectrum allocation
- Displays broad knowledge and experience in using Microsoft Word, Outlook (email and calendar), Access and MS Excel
- Displays good computer knowledge to enable radio programming

Relationships

External

- Radio Helpdesk Service providers
- Radio Equipment and software providers
- Radio contractors for local maintenance, service and new installations
- Providers of Radio consultancy services
- Other relevant industry parties for sharing of knowledge and advice

Internal

- Peers and colleagues
- All DOC staff who use radio for communications



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: Rose Anne MacLeod, Deputy Director-General, Corporate Services

Date: 8 April 2019
