

Role Description

Title	Team Lead Leadership Capability
Manager Title	Capability and Culture Manager
Directorate and Group	People and Culture
Direct Reports	Leadership Capability Partner, Leadership Coach, Senior Trainer, Leadership Programme Coordinator
Band	G
Date	January 2026
Approved By	Chief People Officer

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) 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 lead the Leadership Capability team and contribute to the wider Culture and Capability leadership team, while also taking direct responsibility for the design and delivery of key leadership programmes. The role combines strategic leadership – shaping DOC’s leadership capability strategy, setting priorities, and driving innovation – with hands-on delivery of programmes.

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.

As a leader you are visible, open, and engaging, proactive, and agile, moving towards problems and challenges.

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

Key Accountabilities

Accountability	Including ...
Strategic Leadership of Leadership Capability	<p>Develop a Leadership Capability uplift plan and programme of work aligned to DOC's organisational priorities</p> <p>Establish clear processes to prioritise, plan, and allocate resources for leadership programmes, ensuring delivery is timely, coordinated, and within budget</p> <p>Create an evaluation framework to measure success over time</p> <p>Provide expert advice to senior leaders on leadership strategy and future capability planning</p> <p>Drive innovation and continuous improvement in leadership development approaches, using best practice and emerging trends</p>
Team Leadership	<p>Foster an inclusive, collaborative, and high-performing culture</p> <p>Set clear expectations and definitions of success</p> <p>Coach and develop the team, ensuring each member has a development plan and receives regular feedback</p> <p>Ensure resources are allocated effectively to deliver agreed priorities</p> <p>Lead health, safety and wellbeing, creating a safe and supportive work environment</p> <p>Monitor, review and manage team performance to ensure delivery of high-quality advice and development</p> <p>Actively contribute to the leadership of the wider Culture and Capability team</p>
Programme Design and Delivery	<p>Lead the design and delivery of key leadership programmes and modules, as well as oversee the broader portfolio</p> <p>Ensure offerings are accessible, inclusive, and evidence-based</p> <p>Oversee the procurement and management of outsourced solutions where needed, ensuring value for money and high standards.</p> <p>Measure impact and effectiveness through evaluation frameworks and use insights to improve delivery and outcomes</p>

Accountability	Including ...
Stakeholder Partnerships and Influence	<p>Build and maintain strategic relationships across DOC and with external partners (e.g. LDC, providers)</p> <p>Engage and influence senior leaders to champion leadership development and remove barriers to delivery</p> <p>Gather feedback and embed it into programme design</p> <p>Represent DOC in external forums to share practice and bring in external insights</p>
Treaty Partnership	<p>Identify the impact of the work on Māori and share awareness with others</p> <p>Establish networks with iwi and Māori who are interested/impacted by the work</p> <p>Identify appropriate methods to engage and lead engagement processes</p> <p>Ensure co-design with Māori is undertaken when required</p> <p>Ensure different ways of working are supported, institutional bias and stereotypes are mitigated</p>
Planning, Insights and Reporting	<p>Develop and maintain plans to deliver agreed outputs and outcomes.</p> <p>Identify and manage critical risks and issues.</p> <p>Produce regular reports and insights to inform decision makers and track progress against the work programme.</p> <p>Monitor data to identify opportunities for service improvements and respond to changing priorities</p>

Capability

Capabilities Required	
Team Leadership	<p>Proven ability to lead and managing a high-performing team</p> <p>Experience in a people leadership role, ideally within a large or complex organisation</p> <p>Skilled in coaching, mentoring, and developing others</p> <p>Ability to foster an inclusive, collaborative, and high-trust culture</p> <p>Experience managing health, safety, and wellbeing in a team environment</p> <p>Experience leading remote/dispersed staff with a variety of flexible working arrangements</p>

Capabilities Required	
Programme Design and Delivery	<p>Demonstrated experience in designing and delivering leadership programmes end-to-end</p> <p>Strong facilitation skills for diverse audiences (online and in-person)</p> <p>A proven ability to provide practical leadership-related advice to a wide range of audiences</p> <p>Skilled at creating an environment of trust, accountability, collaboration and continuous learning</p> <p>Ability to apply programme/project management principles to plan and deliver work</p> <p>Experience applying evaluation frameworks and using data to improve learning outcomes</p>
Strategic and Advisory Skills	<p>Experience shaping strategy and/or work programmes and setting priorities for leadership capability uplift</p> <p>Ability to provide expert advice to senior leaders and influence decision-making</p> <p>Strong business partnering and stakeholder engagement skills.</p>
Specialist Knowledge	<p>Deep understanding of leadership development principles, tools, models, and practices</p> <p>Knowledge of NZ public service frameworks and leadership expectations</p> <p>Familiarity with evaluation and impact measurement approaches for learning solutions</p>
Stakeholder Engagement, Communication and Influence	<p>Excellent written and verbal communication skills</p> <p>Ability to build and maintain strong relationships across all levels</p> <p>Ability to engage and influence senior leaders to gain support</p> <p>Skilled at representing the organisation externally and sharing best practice</p>
Treaty Partnership	<p>Understanding of the Māori Crown relationship and its relevance to DOC</p> <p>Understanding of some of the key differences between Māori and non-Māori worldviews</p> <p>Ability to use day-to-day tikanga at work, e.g. waiata and pepeha</p> <p>Familiarity with contemporary Māori experiences and perspectives, particularly in respect to DOC</p> <p>Ability to identify knowledge and experience gaps and seek advice or support when required</p>

Key Working Relationships

Internal	External
Leadership Capability Partner Leadership Coach Leadership Programme Coordinator Capability and Culture team Leadership programme participants/leaders across DOC Stakeholders from key areas of DOC, eg. Regional Operations, Treaty Relationships, Biodiversity, Heritage and Visitors	Human resources and leadership capability networks in the Public Sector Public Service Leadership Development Centre (LDC) L&D contractors and service providers

You are required to comply with the standard operating requirements of DOC, i.e., complying 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).