

## Role Description

Title	Kaiārahi Matua
Manager's Title	Operations Manager or Statutory Manager
Group	Regional Operations Group
Band	E
Date	January 2025
Approved by	Deputy Director-General, Operations

## 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 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.

## 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

To support effective partnership between DOC Operations and Iwi.

## 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 areas	Activities
Iwi and Operations relationships	<p>Actively invest in and build relationships with local iwi</p> <p>Keep up to date with the iwi landscape to ensure information is shared amongst the Operations Group</p> <p>Support coordination of regular meetings with Treaty partners to develop, review and amend implementation of relevant agreements, charters and protocols</p> <p>Increase Iwi participation to achieve shared conservation aspirations and outcomes</p> <p>Support opportunities for whānau, hapū and iwi to build their internal capabilities to practise their responsibilities as kaitiaki</p> <p>Support managers and other staff with collaboration meetings</p> <p>Advise and support Operations staff with their operational relationships with whānau, hapū and iwi</p>
Facilitate development of the work programme	<p>Scope work arising from new Treaty settlements, and work with the management team to operationalise conservation and commercial opportunities for Iwi</p> <p>Coordinate legal input to interpret settlement documents and ensure the implementation plan fulfils the intent of the settlement</p> <p>Identify gaps in Treaty settlement implementation obligations across the district</p> <p>Actively contribute to district work planning and scheduling, monitoring, and reporting</p> <p>Facilitate coordination of annual business planning meetings with Treaty partners</p> <p>Prepare and manage agreements assigned by the Manager to support delivery of the work</p> <p>Prepare task assignments as requested in support of the Manager</p> <p>Scope, plan, manage and deliver specific agreed initiatives</p> <p>Ensure Treaty Partner interests are taken into account in operational work</p>

Accountability areas	Activities
Advice and support to the Manager	<p>Actively contribute expertise to the District Leadership Team</p> <p>Provide advice to the Manager on opportunities, risks and issues in relation to effective partnership</p> <p>Assist Operations staff in the management of information and correlation for all settlements, and associated obligations</p> <p>Provide support and coaching on Te Reo, tikanga and mātauranga Māori for District managers to support iwi engagement</p> <p>Undertake specific tasks as directed by the Manager</p> <p>Facilitate resolution of any partnership issues which may arise</p>
Contribute to regional and national Treaty partnership initiatives	<p>Support the Pou to develop a regional framework for Treaty partnership work</p> <p>Mentor and support other Treaty specialist staff</p> <p>Contribute to national initiatives as required</p>
Build and maintain effective stakeholder and customer relationships	<p>Work collaboratively with teams across DOC and contribute effectively to cross-functional teams</p> <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 area of responsibility</p>
Work management and delivery	<p>Deliver on tasks as set out in work plans, performance expectations, and task assignments</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>Take all practical steps to ensure your own safety and the safety of others</p>

## Capability

Capabilities required	
Specialist skills, knowledge, and qualifications	<p>Specialist skills and experience in building and maintaining Iwi relationships</p> <p>Board relationship management skills</p> <p>Understands where the Māori Crown relationship is important to DOC</p> <p>Sound knowledge of the local Treaty Settlement landscape, history, and current implications</p>

Capabilities required	
	<p>Sufficient te reo Māori to read, write and participate effectively and engage credibly with iwi</p> <p>Sound knowledge of tikanga and Te Ao Māori</p> <p>Skills in developing strategy and work plans</p> <p>Able to interpret legislation</p> <p>Able to navigate and balance differing perspectives while maintaining alignment with DOC goals</p>
Collaboration, relationship building, communication and interpersonal skills	<p>Partners; and works effectively with whānau, hapū and iwi</p> <p>Ability to interact productively with a wide range of people</p> <p>Recognises importance of seeking and considering other perspectives</p> <p>Able to work effectively with peers to solve problems</p> <p>Gains trust easily and supports peers</p> <p>Demonstrates and fosters collaboration across teams</p>
Organisation contribution	<p>Provides considered feedback and input to decision making</p> <p>Identifies and suggests opportunities to do things differently</p> <p>Proactively seeks to understand organisational or wider context of own role</p>
Delivering results	<p>Plans and organises work to deliver on objectives</p> <p>High personal and professional standards and accuracy</p>

### Key working relationships

External	Internal
<p>Local whānau, hapū, iwi</p> <p>Post Settlement Governance Entities</p> <p>Iwi commercial business entities</p>	<p>District Leadership Team, Senior Rangers, and Supervisors</p> <p>Pou Tairangahau</p> <p>Legal Services</p> <p>Community and Treaty Planners</p>

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).