



Position details	
Position Title	Kaitohu Matua, Treaty Partner Relationships
Manager's Title	Operations Manager
Manager Once Removed	Director, Operations
Salary Band	E
Date	November 2020
Line/Service/Support	Line

Public Service

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

I āiane, 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 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.

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 Department of Conservation has multiple Iwi partners and groupings, with several Treaty Settlements to date and others pending.

DOC is bound by Section 4 of the Conservation Act 1987 which requires DOC to give effect to the principles of the Treaty of Waitangi and deed of settlement protocols prescribed by Treaty Settlement legislation.

DOC is focussed on strengthening these partnerships and building local Iwi Treaty Partnerships Strategies. This includes ensuring all legislative and partnership requirements are fulfilled and identifying co-management and partnership opportunities for conservation outcomes.

The strategic design ensures inclusion of long term aspirations of whānau, Hapū, Iwi and builds on programmes across our Biodiversity, Recreation and Community functions.

Role purpose



To lead the development and implementation of a District Treaty Partner Strategy and ongoing work programme to fulfil Treaty Obligations under the Conservation Act.

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
Treaty Partner Strategy and Work Plan	<p>Develop and regularly update the Treaty Partner strategy for the District</p> <p>Identify gaps in Treaty settlement implementation obligations across the District</p> <p>Work with the Operations District Leadership Team team to plan for and remedy the gaps</p> <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>Facilitate coordination of annual business planning meetings with Treaty partners</p> <p>Scope, plan, manage and deliver specific agreed initiatives</p>	<p>Your strategy design process is inclusive, and the strategy works well for Treaty partners and DOC</p> <p>Your work reflects DOC's partnership with tangata whenua and support our functions under Section 4 of the Conservation Act and obligations outlined in protocols for Treaty Settlements</p> <p>You work closely with Treaty Rangers and other Operations staff especially where settlements overlap to ensure a joined-up approach</p> <p>Increased participation by iwi in shared conservation projects and outcomes</p>
Iwi and Operations Relationships	<p>Support relevant managers, Director, and other staff with the strategic collaboration meetings with our Treaty partners</p> <p>Increase Iwi participation to achieve shared conservation aspirations and outcomes</p> <p>Support coordination of regular meetings with Treaty partners to develop, review and amend</p>	<p>You are trusted and valued by Treaty partners and DOC Operations teams</p> <p>You are seen to provide leadership in whānau, hapū, iwi relationships</p> <p>You work collaboratively with whānau, hapū, iwi for the Department across the region</p>

Accountability areas	Activities	Performance indicators
	<p>implementation of relevant agreements, charters and protocols</p> <p>Support opportunities for whānau, hapū and iwi to build their internal capabilities to practise their responsibilities as kaitiaki</p> <p>Support the Pou to develop a regional framework to identify and implement DOC's obligations to Post Settlement Governance Entities (PSGEs)</p>	
Knowledge Management	<p>Understand and collate key information regarding settlements and pending settlements, rights, interests and priorities and aspirations</p> <p>Keep up to date with the iwi landscape to ensure this information is shared amongst the Operations group.</p> <p>Assist Operations staff in the management of information and correlation for all settlements, and associated obligations.</p>	<p>The Settlement Database meets agreed standards</p> <p>You draw on information from DOC staff</p> <p>You store information in a manner that enables and promotes appropriate access and use by others</p> <p>Your information is detailed and accurate</p>
Te Reo and Mātauranga Māori Support	<p>Identify needs and support development of cultural capability for Operations staff</p> <p>Provide cultural support for Rangers' meetings with whānau, hapū and iwi</p> <p>Provide coaching in Te Reo, tikanga and Mātauranga Māori for District managers to support iwi engagement</p>	<p>Your support for Operations staff meets their needs, which includes building awareness and knowledge of Tikanga and Te Reo within the internal staff team</p>
Tasks assigned by Operations Manager	<p>Undertake specific tasks as directed by the Operations Manager</p> <p>Prepare and manage agreements assigned by the Operations Manager to support delivery of the work</p> <p>Prepare task assignments as requested in support of the Operations Manager</p> <p>Ensure Treaty Partner input to statutory authorisation processes for permissions on conservation land</p> <p>Contribute to local and national networks, programmes and initiatives</p>	<p>Your tasks are completed to required standards</p>

Accountability areas	Activities	Performance indicators
	<p>Manage specific relationships as assigned by the Operations Manager</p> <p>Coordinate and participate in emergency responses</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>
DOC and Team Contribution	<p>Display good team member behaviours</p> <p>Contribute to an inclusive, trusting and respectful team environment</p> <p>Work with your manager to deliver against organisational priorities, and to further the objectives of the team and 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 behave in accordance with the Standards of Integrity and Conduct</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</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>



Accountability areas	Activities	Performance indicators
	appropriate access protocols are applied	
Stakeholder and Customer Engagement	Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations Have effective relationships with and work collaboratively alongside DOC's Treaty Partner 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

- Good knowledge of Tikanga and Te Ao Māori
- Ability to read, write and converse in Te Reo Māori
- Skills in developing strategy and work plans
- Experience interpreting legislation
- Sound knowledge of Treaty settlement processes and specific settlements in the area
- Ability to navigate and balance differing perspectives while maintaining alignment with DOC goals
- Excellent written and oral communication skills for complex information in a clear and concise manner
- Proven negotiating and influencing skills
- Specialist skills and experience in building and maintaining Iwi relationships, board relationship management and statutory services
- Skilled in coaching and building the capability of others in Te Reo and Mātauranga Māori

Relationships

External

- Local whānau, hapū, iwi
- Post Settlement Governance Entities
- Iwi commercial business entities
- Local business associations and membership organisations
- Local community groups, associations

Internal

- Peers and colleagues
- DOC Legal Services
- Operations staff and Managers
- Staff and managers within other groups in DOC

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:
