

Role Description

Title	Hut Warden / Campsite Ranger
Manager Title	Supervisor
Group	Regional Operations
Band	B
Date	November 2023

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 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.

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 carry out assigned tasks for maintenance and management of visitor facilities on DOC managed conservation land including New Zealand National Parks.

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.

Key working relationships

Internal	External
Peers and colleagues Operations staff	Visitors Local whānau, hapū and iwi Volunteers Concessionaires Service providers and contractors Local landowners Local partners e.g., Council, local businesses, community agencies Recreation clubs and groups

Accountabilities

Accountability	Including
Hut, track, and facilities operations	Carry out cleaning and maintenance of huts and associated facilities and campsites (fuel, water, lighting, gas, sewage) Maintain associated tracks to ensure they are kept to a high standard Maintain huts, campsites, toilets, structures, signs, and amenity areas Maintain daily radio schedules Monitor and advocate visitor compliance with the tracks and walks booking system Collect and account for hut and campsite fees where applicable Prepare accurate cash handling records and banking as requested Carry out routine maintenance of tracks and all associated structures
Visitor experience & safety	Provide information to the public about DOC work in general and specific to the location Ensure visitors are aware of and comply with hut operations, etiquette, health and safety requirements Provide information about track and weather conditions to enable good decisions to be made Provide first aid and assist with medical evacuations when required Provide support for search and rescue operations when required Provide support and guidance during significant weather events, including track closures, transfer of visitors involving heli-operations when required

Accountability	Including
	Undertake fire control or other conservation related emergency responses to meet the department's obligations when required
Operations support	<p>Contribute to the successful delivery of projects by either supporting others to do the work or by doing it</p> <p>Assist and undertake tasks for the recreation and heritage and biodiversity programmes as required</p> <p>Work with volunteers and community groups on maintenance and conservation projects</p> <p>Provide day to day supervision of volunteers and contractors as required</p>
Stakeholder and customer relationships	<p>Work collaboratively with teams across DOC and contribute effectively to cross-functional teams</p> <p>Build and maintaining effective relationships with key individuals and groups from relevant sectors and organisations</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 wellbeing, and the safety of others in the workplace</p>

Capability

Capabilities required	
Specialist skills, knowledge, and qualifications	<p>Good communication skills, ability to relate well to a diverse range of people</p> <p>Knowledge of recreation facility maintenance e.g., skills in cleaning, painting, weed eating, mowing lawns and drainage work on tracks</p> <p>A high level of fitness in a physically demanding role</p> <p>Experience in navigating in back country and practical outdoor, camping, hiking skills</p> <p>A current First Aid certificate</p> <p>A good basic knowledge of conservation and of New Zealand's natural and cultural history</p> <p>Ability to work unsupervised in isolated sites</p> <p>Full NZ driving licence</p>

Capabilities required	
	<p>May have experience in:</p> <ul style="list-style-type: none"> • working in and around boats and/or helicopters • scrub bar and hedge trimmer use
Collaboration, relationship building, communication and interpersonal skills	<p>Interacts productively with a wide range of people</p> <p>Recognises importance of seeking and considering other perspectives</p> <p>Works effectively with peers to solve problems, gains trust easily and provides support</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>
Treaty Partnership	<p>Understands where the Māori Crown relationship is important to DOC</p> <p>Comfortable engaging with iwi and tangata whenua and works effectively with local whānau, hapū and iwi</p> <p>Able to use day-to-day te reo and tikanga at work, e.g. waiata and pepeha</p> <p>Knows to seek advice or support when required</p>

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).