

## Role Description

Title	Ranger Biodiversity Monitoring
Manager's title	Biodiversity Monitoring Manager
Directorate and Group	Monitoring and Insights, Biodiversity Heritage and Visitors
Band	C
Date	May 2024
Approved by	Director National Programmes

## Public Service

Ka mahitahi mātou o te ratonga tūmatanui 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.

## About DOC

The Department of Conservation *Te Papa Atawhai* (DOC) protects and sustains nature for current and future generations. Our purpose is to ensure that Papatūānuku thrives. We do this by:

- Protecting land, species, ecosystems, and cultural heritage for conservation purposes
- Managing threats and adverse impacts
- Being a voice for conservation
- Connecting people to nature

All New Zealanders have a role in keeping nature healthy. We partner with whānau, hapū and iwi and collaborate with commercial partners, NGOs, volunteers, and government agencies to improve conservation outcomes.

## Role purpose

Conduct fieldwork to delivery monitoring programmes across New Zealand as part of the Department's tiered National Biodiversity Monitoring Programme

## Role Accountabilities

Key Result Area	Accountabilities
<b>Delivery of Biodiversity Monitoring Work</b>	<p>Undertake field work to establish and re-measure Tier 1 and Tier 2 permanent plots/sites</p> <p>Carry out planned work to high standard, on time and within budget</p> <p>Manage the Work Plan on a day to day basis and consult when necessary</p> <p>Work with Science and Technical staff and Operations teams to support and implement monitoring methods and tools</p> <p>Ensure the successful delivery of projects by either supporting others to do the work or by doing it.</p> <p>Where required, provide day to day field supervision of employees, volunteers or contractors as assigned on a job by job basis to achieve quality outputs</p>
<b>Team Contribution</b>	<p>Use sound judgment to make effective and timely decisions</p> <p>Play a key role in supporting work planning for this functional area of work</p> <p>Coach and develop others in your area of speciality</p> <p>As part of working in the team you will be expected to take on responsibilities to help the team run effectively. These leadership tasks may be rotated around the team. Examples include:</p> <ul style="list-style-type: none"> <li>• health and safety planning,</li> <li>• equipment checking,</li> <li>• site safety,</li> <li>• equipment management,</li> <li>• quality control,</li> <li>• transport and logistics,</li> <li>• communications,</li> <li>• performance reporting,</li> <li>• data recording</li> <li>• supervision of temporary and casual staff</li> </ul> <p>Behave with openness, professionalism and integrity upholding the principles of the Standards of Integrity and Conduct</p>
<b>Collaboration</b>	<p>Build and maintain collaborative relationships internally and externally for the purpose of achieving greater conservation outcomes by:</p> <ul style="list-style-type: none"> <li>• Placing strong emphasis on anticipating, identifying and responding to the needs of internal and external parties</li> <li>• Monitoring relationships and resolving critical issues promptly</li> <li>• Contributing positively to a high performing, engaged team</li> </ul>
Build and maintain effective stakeholder and customer relationships	Work collaboratively with teams across DOC and contributing effectively to cross-functional teams

Key Result Area	Accountabilities
	<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, annual expectations, task assignments and operating reviews</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 in the workplace</p>

You are required to comply with the standard operating procedures of the Department. 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).

## Capabilities

Capability Area	
<b>Specialist skills, knowledge and qualifications</b>	<p>Skills and experience within one or more of the following areas:</p> <ul style="list-style-type: none"> <li>• Vegetation monitoring methods including the 20x20 permanent plot method and the Recce method</li> <li>• Excellent botanical skills</li> <li>• Excellent bird call/sighting recognition skills</li> <li>• Training in and extensive field experience in 5MBC</li> <li>• Training in and extensive experience with possum monitoring techniques and FPI</li> <li>• Monitoring plant/animal populations using a range of standard methods</li> </ul> <p>Excellent data recording ability and attention to detail</p> <p>Experience of working in the remote backcountry</p> <p>Knowledge and experience of field operations.</p> <p>A natural heritage tertiary qualification or conservation management qualification at level 5 or above is desirable.</p> <p>Current First Aid Certificate and 4WD qualification are both desirable</p> <p>A high level of fitness</p> <p>Able to spend significant periods (up to 20 days) away from home and work long days</p> <p>Comfortable engaging and working in partnership with iwi and tangata whenua and understands of the implications of the Treaty on today's society and conservation</p>

Capability Area	
Collaboration, relationship building, communication and interpersonal skills	<ul style="list-style-type: none"> <li>Ability to interact productively with a wide range of people</li> <li>Recognises importance of seeking and considering other perspectives</li> <li>Able to work effectively with peers to solve problems</li> <li>Gains trust easily and supports peers</li> <li>Demonstrates and fosters collaboration across teams</li> </ul>
Organisation contribution	<ul style="list-style-type: none"> <li>Provides considered feedback and input to decision making</li> <li>Identifies and suggests opportunities to do things differently</li> <li>Proactively seeks to understand organisational or wider context of own role</li> </ul>
Delivering results	<ul style="list-style-type: none"> <li>Plans and organises work to deliver on objectives</li> <li>High personal and professional standards and accuracy</li> </ul>

## Relationships

Internal
<ul style="list-style-type: none"> <li>Operations and Partnerships staff and managers</li> <li>Staff and managers in other groups in the Department</li> </ul>
External
<ul style="list-style-type: none"> <li>Land owners/managers</li> <li>Iwi, Hapū, Whānau</li> </ul>