

## Role Description

Role Details	
Title	Ranger, Biodiversity, Heritage and Visitors
Manager Title	Supervisor
Group	Regional Operations
Band	C
Date	1 February 2024

### Public Service

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

I āianei, 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 ū 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) 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

The purpose of this role is to deliver biodiversity, recreation and historic work as described in relevant work plans.

## Key working relationships

Internal	External
Operations managers and staff	Whānau, hapū and iwi Technical specialists in local or regional agencies Volunteers Service providers and contractors Local landowners Local partners (e.g. council, local businesses, and community agencies)

### 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	This includes....
Biodiversity, heritage and visitors delivery	<p>Carrying out planned work to high standard, on time and within budget</p> <p>Supporting the recreation/historic and biodiversity supervisors.</p> <p>Ensuring successful delivery of projects and supporting others</p> <p>Providing technical advice, guidance, and support to the team members</p> <p>Monitoring delivery of assigned work, reporting progress and issues</p> <p>Day to day field supervision of employees, volunteers or contractors as required</p> <p>Contributing to delivery in one or more of the following:</p> <ul style="list-style-type: none"> <li>• Assist with contracts and monitoring contractors' work.</li> <li>• Assist in animal pest control operations and weed treatment</li> <li>• Tasks for flora and fauna threatened species programmes.</li> <li>• Preparation, planting, and maintenance of restoration sites</li> <li>• Management of facilities, amenities, and sites</li> <li>• Visitor information</li> <li>• Visitor hazard management systems and risk management</li> <li>• Construction and maintenance of sites and assets</li> </ul>

Accountability	This includes....
Team contribution	<p>Supporting a positive safety culture and consistent safety practice across all work sites</p> <p>Supporting the team culture</p> <p>Scanning the external environment for information, trends, best practices and innovations</p> <p>Passing on knowledge and information to grow the capability of others</p>
Collaboration and relationship management	<p>Working collaboratively with teams across DOC and contributing effectively to cross-functional teams</p> <p>Building and maintaining effective relationships with key individuals and groups from relevant sectors and organisations</p> <p>Representing DOC and coordinate cross-agency initiatives within area of responsibility</p>
Work management and delivery	<p>Delivering on tasks as set out in work plans, performance expectations, and task assignments</p> <p>Identifying critical issues and risks and ensure they are constructively raised and addressed</p> <p>Managing knowledge and information to ensure it is secure, current, and appropriate access protocols are applied</p> <p>Taking all practical steps to ensure your own safety and wellbeing, and the safety of others</p>

## Capability

Capabilities Required	
Specialist skills, knowledge, and qualifications	<p>Skills and experience in one or more of:</p> <ul style="list-style-type: none"> <li>• Management of facilities, amenities, and sites</li> <li>• Visitor information</li> <li>• Visitor hazard management systems and risk management</li> <li>• Construction and maintenance of sites and assets</li> <li>• Carpentry and facilities management</li> <li>• Management of threatened plant and animal populations</li> <li>• Planning pest and plant control operations</li> </ul> <p>Sound knowledge of field delivery work</p> <p>Experience and qualifications in working with chainsaws</p> <p>A current First Aid certificate</p> <p>A full New Zealand Driver Licence</p> <p>Experienced in the use of data loggers</p>

Capabilities Required	
	<p>Able to interpret GIS information and produce maps</p> <p>A working knowledge of computer databases and management information systems</p>
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 and working in partnership with iwi and tangata whenua</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).