

Role Description

Title	Ranger, Community
Manager Title	Supervisor
Manager Once Removed	Operations Manager
Group	Regional Operations
Band	C
Date	October 2023
Approved By	Deputy Director-General, Operations

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 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 engage community in all aspects of the Department's business.

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 the Code of Conduct.

Key working relationships

Internal	External
Managers and staff in Operations	Whānau, hapū and iwi Councils, community groups, businesses Conservation groups Local landowners Conservation project partners Other Government agencies and non-government organisations (NGOs) Industry associations

Accountabilities

Accountability	Including
Community work	Work with colleagues to help grow the capability of communities to do conservation work Manage local relationships on the ground and work to resolve local conflicts and concerns Gather intelligence on local issues and opportunities Identify new opportunities that could result in significant conservation growth and work with others to progress Support the implementation of best practise through National networks Contribute to the delivery of the work plan in one or more of the following: • communication channels, including web, media, publications • coordinating the implementation of Treaty settlements • coordinating local input into statutory land administration, Resource Management Act, permits and concession processes • advocacy and education, • developing new and innovative relationships and partnerships with community groups, local agencies, Treaty partners and businesses to grow conservation • project managing community work to progress conservation outcomes • providing advice and support to visitor centres on outreach opportunities • volunteers

Accountability	Including
Collaboration	Engage with local communities to ensure they see conservation as vital to their success and prosperity Build and maintain collaborative relationships internally and externally for the purpose of achieving greater conservation outcomes by: Positively represent the Department and growing conservation through partnerships with others
Team and DOC contribution	Contribute to a strong safety-first environment, ensuring there is a positive safety culture and consistent safety practice across all work sites Work to support the team culture which values: • Safety for staff, visitors and volunteers • Continuous improvement • Team process • Partnership with iwi • Working with community, business, and others Identify critical issues and risks and ensure they are effectively raised and addressed Scan the external environment for information, trends, best practices and innovations Assist peers and their teams to learn effectively from experience
Stakeholder and customer relationships	Work collaboratively with teams across DOC and contributing effectively to cross-functional teams Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations Represent DOC and coordinate cross-agency initiatives in area of responsibility
Work management and delivery	Deliver on tasks as set out in work plans, performance expectations, and task assignments Identify critical issues and risks and ensure they are constructively raised and addressed Manage knowledge and information to ensure it is secure, current, and appropriate access protocols are applied Take all practical steps to ensure your own safety and the safety of others

Capability

Capabilities required	
Specialist skills, knowledge, and qualifications	Knowledge and experience in working with community groups and a range of public and private sector entities A tertiary qualification, or equivalent experience, in project management OR working with community groups, iwi or business groups Competence in developing and maintaining key relationships Negotiating and influencing skills Knowledge and experience in planning and organising projects Passion to involve others in conservation A knowledge of the Department's functions and technical approach Able to and enjoys facilitating growth of knowledge and skills in others A full New Zealand Driver Licence
Collaboration, relationship building, communication and interpersonal skills	Interacts productively with a wide range of people Comfortable engaging and working in partnership with iwi and tangata whenua Recognises importance of seeking and considering other perspectives Works effectively with peers to solve problems, gains trust easily and provides support Demonstrates and fosters collaboration across teams
Organisation contribution	Provides considered feedback and input to decision making Identifies and suggests opportunities to do things differently Proactively seeks to understand organisational or wider context of own role
Delivering results	Plans and organises work to deliver on objectives High personal and professional standards and accuracy
Treaty partnership	Understands where the Māori Crown relationship is important to DOC Understands the implications of the Treaty on today's society and conservation Able to use day-to-day te reo and tikanga at work, e.g. waiata and pepeha Knows to seek advice or support when required

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).