

Role Description

Title	Ranger, Heritage and Visitors
Manager Title	Supervisor
Manager Once Removed	Operations Manager
Group	Regional Operations
Band	C
Date	November 2023
Approved By	Deputy Director-General

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 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

The purpose of this role is to deliver heritage and visitor work as described in relevant work plans.

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
<p>Managers and staff in Operations and operations support roles</p> <p>Heritage and Visitors advisors</p>	<p>Whānau, hapū and iwi</p> <p>Technical specialist positions in local or regional agencies</p> <p>Volunteers</p> <p>Conservation groups</p> <p>Service providers and contractors</p> <p>Local landowners</p> <p>Local partners (e.g. council, local businesses and community agencies)</p>

Accountabilities

Accountability	Including
Deliver Heritage and Visitor work	<p>Carrying out planned work to high standard, on time and within budget</p> <p>Ensuring the successful delivery of projects by either supporting others to do the work or by doing it</p> <p>Providing technical advice and support to the team members in your area of speciality</p> <p>Contributing to the delivery of the work plan in one or more of the following areas:</p> <ul style="list-style-type: none"> • Preparation, planting and maintenance of restoration sites • Management of facilities, amenities and sites • Visitor information • Visitor hazard management systems • Construction and maintenance of sites and assets • Visitor risk management <p>Monitoring the delivery of the assigned work plan and reporting progress and issues</p> <p>Guide, support and train others in your area of speciality</p> <p>Provide day to day field supervision of employees, volunteers or contractors as required for a specific task</p>
Stakeholder and customer relationships	<p>Engaging with local communities to ensure they see conservation as vital to their success and prosperity</p> <p>Helping teach, coach, support and/or oversee community groups and volunteers to do great conservation work, including providing access to relevant conservation resources, methods and tools</p>

Accountability	Including
	<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>Contributing to a strong safety-first environment, ensuring there is a positive safety culture and consistent safety practice across all work sites</p> <p>Taking all practical steps to ensure your own safety and the safety of others in the workplace</p> <p>Undertaking fire control or other conservation related emergency responses to meet the Department's obligations when required</p>

Capability

Capabilities required	
Specialist skills, knowledge, and qualifications	<p>Specialist skills and experience within one or more of the following areas:</p> <ul style="list-style-type: none"> • Management of facilities, amenities and sites • Visitor information • Visitor hazard management systems • Construction and maintenance of sites and assets • Visitor risk management <p>Skills from 3-4 years' experience in carpentry and facilities management</p> <p>Sound knowledge of field delivery work</p> <p>Experience and qualifications in working with chainsaws, and quad motorbikes</p> <p>A current First Aid certificate</p> <p>Experienced in the use of data loggers</p> <p>Able to interpret GIS information and produce maps</p> <p>A working knowledge and experience using the Asset Management Information System</p> <p>Training in ArcGIS lite is desirable</p>
Collaboration, relationship building,	Interacts productively with a wide range of people

Capabilities required	
communication and interpersonal skills	<p>Comfortable engaging and working in partnership with iwi and tangata whenua</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>Understands the implications of the Treaty on today's society and conservation</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).