

## Role Description

Title	Ranger/Project Lead, Community
Reports to	Supervisor
Manager once removed	Operations Manager or Statutory Manager
Group	Regional Operations
Band	D
Date	December 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 lead delivery of large and complex Community initiatives.

## 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
Operations Leadership Team Rangers Operations planning Specialist Advisors	Whānau, hapū, iwi Partners Local authorities Conservation associates and NGOs Community groups

### Accountabilities

Accountability	Including
Work Planning	Lead development of detailed work plans to deliver assigned community initiative(s) Plan in collaboration with others to clearly identify collective goals, pressures, objectives, and the full range of methods Contribute to development of governance arrangements in collaboration with key partners Ensure planning is underpinned by robust advice, includes SMART objectives with a framework and delivery plan for monitoring and reporting on progress Seek opportunities to integrate, and leverage off relevant programmes Actively identify and manage opportunities and risks
Delivery	Lead the work of project team(s) assigned to deliver the initiative Work with the Supervisor(s) and/or other teams to assign and schedule time for team members to undertake work Negotiate, develop, and oversee contracts for goods and services related to delivery Draw support from specialist teams as necessary Monitor and coordinate delivery of plans, and gather data to inform reporting Ensure achievement of outputs and milestones to achieve plan objectives Report on progress against objectives and budget to support financial and non-financial reporting Implement risk management processes and manage escalated issues and risks

Accountability	Including
	<p>Provide technical advice and mentoring to support the-work and skill development of others</p> <p>Lead development of responses to Official Information Act requests on behalf of the Operations or Statutory Manager</p>
Partnerships and Relationships	<p>Have effective relationships with and work collaboratively alongside whānau, hapū, iwi</p> <p>Manage key relationships with key concessionaires operating on DOC land</p> <p>Build and sustain partnerships and relationships to plan and implement initiatives</p> <p>Facilitate partnership work with key stakeholders</p> <p>Seek opportunities to leverage off work undertaken by others</p> <p>Develop and implement stakeholder engagement plans for complex community initiatives</p> <p>Resolve conflicts in a timely and professional manner</p> <p>Champion partnerships and relationships as core to growing conservation</p>
Build and maintain effective stakeholder and customer relationships	<p>Work collaboratively with teams across DOC and contribute effectively to cross-functional teams</p> <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, 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 the safety of others in the workplace</p>

## Capability

Capabilities required	
Specialist skills, knowledge, and qualifications	<p>Significant practical community engagement experience and expertise</p> <p>Experience in contract management</p>

Capabilities required	
	<p>Excellent interpersonal and relationship building skills, proven ability to deliver successfully in collaboration with tangata whenua and a range of partners</p> <p>Strong conceptual and critical analysis skills, able to distil key information from large volumes of complex information</p> <p>Excellent business writing and public informational writing skills</p> <p>Able to lead and work successfully with others to deliver results</p> <p>A focus on driving and maintaining momentum to see deliverables achieved</p> <p>Able to understand, apply and communicate technical advice and information clearly</p> <p>A tertiary qualification or equivalent knowledge in project management</p> <p>Current full driving licence</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).