

Role Description

Title	Ranger-Project Lead, Heritage
Manager Title	Supervisor
Group	Regional Operations
Band	D
Date	February 2025
Approved By	Director, Regional Operations

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 the delivery of funded heritage protection 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
<p>Operations Managers</p> <p>District Senior Rangers and Supervisors</p> <p>Heritage Investment Adviser and Senior Advisers</p> <p>Ranger-Project Leads Heritage across regions</p> <p>Heritage and Visitor Rangers</p> <p>Planning and Performance teams</p>	<p>Whānau, hapū, iwi</p> <p>Contractors and service providers</p> <p>Partners</p> <p>Local authorities</p> <p>Conservation associates and NGOs</p> <p>Community groups</p>

Accountabilities

Accountability	Including
Lead priority heritage work	<p>Deliver designated priority regional cultural heritage project work</p> <p>Act as conduit between Senior Heritage Advisors and Districts to ensure delivery of priority work identified in Heritage 4 Year Plans</p> <p>Lead development of detailed work plans to deliver approved cultural heritage initiatives on time and within budget</p> <p>Contribute to development of governance arrangements and planning in collaboration with key partners</p> <p>Ensure planning is underpinned by robust specialist advice</p> <p>Include SMART objectives with a framework and delivery plan for monitoring and reporting</p> <p>Actively identify and manage opportunities and risks</p> <p>Seek opportunities to integrate, and leverage off other programmes where relevant</p>
Monitoring and delivery	<p>Develop and oversee contracts for goods and services related to delivery</p> <p>Work with Supervisor(s) to assign and schedule time for team members to undertake work, and lead the work of project team(s) assigned to deliver the initiative</p> <p>Identify and elevate risk during project delivery in a timely way to ensure ability to influence good heritage outcomes</p> <p>Monitor and coordinate the delivery on time, to required standards and within set budget tolerances and report on progress</p> <p>Ensure achievement of outputs and milestones necessary to achieve plan objectives</p> <p>Oversee operational project budgets and report on progress</p> <p>Implement risk management processes and manage escalated issues and risks</p>

Accountability	Including
	Provide technical advice and mentoring to support the-work and skill development of others
Collaboration and relationship management	<p>Build and maintain effective relationships with Operations Teams, SHA, Treaty Partners and external contractors</p> <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 coordinating 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 the safety of others in the workplace</p>

Capability

Capabilities required	
Specialist skills, knowledge, and qualifications	<p>Skilled in overseeing the operational management and maintenance of assets</p> <p>Experienced in contract management and project delivery through working with external consultants and contractors to effectively plan and deliver associated work</p> <p>Knowledge and skills in cultural heritage management practices</p> <p>A focus on driving and maintaining momentum to see deliverables achieved</p> <p>Excellent interpersonal and relationship building skills, and proven ability to deliver successfully in collaboration with tangata whenua and a range of partners</p> <p>Able to lead and work successfully with others to deliver results</p> <p>Skilled in working with experts to understand technical advice, and applying or communicating technical information clearly</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>Seeks and considers other perspectives</p> <p>Works effectively to solve problems, gains trust easily and supports peers</p>

Capabilities required	
	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 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 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 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).