

Role Description

Title	Ranger-Project Lead, Heritage and Visitors
Manager Title	Supervisor
Manager Once Removed	Operations 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 Heritage and Visitor 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 DOC's Code of Conduct.

Key working relationships

Internal	External
Operations Leadership Team Rangers Operations planning Engineers Advisors and peers in other Units	Whānau, hapū, iwi Partners Local authorities Conservation associates and NGOs Community groups

Accountabilities

Accountability	Including
Detailed project planning	<p>Lead development of detailed work plans to deliver approved heritage and visitor initiative(s)</p> <p>Collaborate to identify collective goals, pressures, objectives, and the full range of methods and ensure plans are fit for purpose</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 on</p> <p>Actively identify and manage opportunities and risks</p> <p>Seek opportunities to integrate, and leverage off other programmes where relevant</p>
Delivery	<p>Develop and oversee contracts for goods and services related to delivery</p> <p>Monitor and coordinate the delivery of plans on time, to required standards and within set budget tolerances</p> <p>Work with the 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>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
Relationship management	<p>Have effective relationships with and work collaboratively alongside whānau, hapū, iwi</p> <p>Build and sustain collaborative partnerships to plan and implement workplans</p> <p>Seek opportunities to leverage off work undertaken by others</p> <p>Develop and implement stakeholder engagement plans for complex initiatives</p> <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>Resolve any conflicts in a timely and professional manner</p> <p>Represent DOC and coordinate cross-agency initiatives in 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>A tertiary qualification or equivalent experience and achievements in site management, construction, or safety management</p> <p>Significant practical experience and expertise</p> <p>Experience in contract management along with planning, delivery, and reporting of operational projects</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>

Capabilities required	
	<p>Able to lead and work successfully with others to deliver results</p> <p>Skill 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>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 working in partnership with whānau, hapū, iwi</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).