

Position details	
Position Title	Ranger, Freshwater Pests and Migratory Fish Species
Manager's Title	Supervisor Biodiversity
Manager Once Removed	Manager, Operations
Group	Operations
Band	D
Date	January 2020
Approved by	Director

### Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia 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.

### Role purpose

To plan and deliver priority freshwater biosecurity and migratory species work programmes at a regional, or district-level scale.

### Key accountabilities and deliverables

Responsibilities of this position are expected to change over time as DOC responds to changing needs. The incumbent will need the flexibility to adapt and develop as the environment and the project evolves. This includes performing any other reasonable duties as required.

Accountability areas	Activities	Performance indicators
Plan the delivery of the freshwater biosecurity and migratory fish work programmes	Provide input to the development and review of operational prescriptions/workplans to achieve freshwater biosecurity and migratory fish species programme objectives Ensure programme planning is undertaken in collaboration with local government, Treaty Partners, community groups, private landowners and other stakeholders	You develop comprehensive prescriptions/workplans in collaboration with others You seek opportunities to integrate and leverage off other programmes, where relevant You actively identify and manage both opportunities and risks You draw support from the North/South Island migratory fish coordinators, North/South Island



	<p>Lead the development of the annual freshwater biosecurity pest and migratory fish operational work programmes</p> <p>Ensure planning is underpinned by robust technical advice, includes SMART objectives with a framework and delivery plan for monitoring and reporting on progress</p>	<p>freshwater biosecurity coordinators, technical and science advisors, biodiversity and partnership rangers and other Operations staff within DOC</p>
Deliver the work programme	<p>Lead the implementation of the annual operations work programmes for both freshwater biosecurity and migratory fish species workstreams</p> <p>Supervise any internal and external cross-functional project teams formed to deliver the operational work programmes</p> <p>Develop and manage contracts to deliver the work programmes</p> <p>Ensure work programme outputs are achieved</p> <p>Manage operational project budgets and report on progress</p> <p>Implement risk management processes and manage escalated issues and risks</p>	<p>Projects you are responsible for are scoped, planned and delivered on time, and within set budget tolerances</p> <p>You raise and seek resolution of critical issues drawing on other support within DOC</p> <p>You report on progress against activities detailed in the prescriptions/workplans</p> <p>You draw support from DOC technical and partnership teams</p> <p>You apply technical advice to annual reviews of the operational programme</p>
Partnership Development	<p>Build and sustain partnerships to deliver the freshwater biosecurity and migratory fish programme activities</p>	<p>You are an excellent communicator and collaborator</p> <p>You proactively engage with others</p> <p>You resolve conflicts in a timely and professional manner</p> <p>You seek opportunities to leverage off work undertaken in the catchment by other stakeholders</p> <p>You draw on advice from the Partnerships Team</p>
Safety and Wellbeing	<p>Contribute to DOC's Health and Safety systems and practices, including Job Safety Analysis</p> <p>Contribute to a strong safety culture and achieving DOC's goal of developing an injury free workplace</p>	<p>You comply with DOC's Health and Safety policy and guidelines</p>



	<p>Take all practical steps to ensure your own safety and the safety of others in the workplace</p> <p>Take into account conditions that affect own and others' health and safety</p> <p>Take a proactive approach to managing your own and others' wellbeing</p>	
Engagement with whānau, hapū, iwi	Have effective relationships with and work collaboratively alongside whānau, hapū, iwi	You receive positive feedback from whānau, hapū, iwi
DOC and Team Contribution	<p>Display good team member behaviours</p> <p>Contribute to an inclusive, trusting and respectful team environment</p> <p>Work with your supervisor/manager to deliver against organisational priorities, and to further the objectives of the team/district</p> <p>Use team process effectively</p> <p>Behave in a way that aligns with DOC's values</p> <p>Abide by DOC's standard operating procedures</p> <p>Work collaboratively with other teams across DOC and contribute effectively to cross-functional teams</p>	<p>You behave in accordance with the Standards of Integrity and Conduct</p> <p>You can tell the 'Conservation Story' at your place i.e. how your work is contributing to the stretch goals</p> <p>You are seen as a team player</p> <p>You have effective relationships across DOC</p>
Work Management and Delivery	<p>Deliver on tasks as set out in work plans, annual expectations, task assignments and MORs</p> <p>Identify critical issues and risks and ensure they are effectively raised and addressed</p> <p>Manage knowledge and information to ensure it is secure and to enable appropriate access by others in the organisation</p>	<p>Work plans are delivered on time, to specifications and within budget</p> <p>Managers are aware of obstacles to achievement of performance goals</p>
Stakeholder/Customer Engagement	<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 own area of responsibility</p>	<p>Your opinion is sought by others</p> <p>You receive positive feedback from customers and stakeholders</p>



## Capabilities

Thinking strategically: Sees the bigger picture; keeps abreast of trends; and aligns work with DOC's vision and strategy

Communication and influence: Communicates in a clear and engaging manner and gets others on board

Enhancing organisational performance: Identifies and suggests opportunities to do things differently

Building relationships: Works cooperatively and collaboratively with others across DOC; builds relationships with external stakeholders and partners; and works effectively with local whānau, hapū and iwi

Political savvy: Shows political awareness

Developing others: Shares learnings and experiences with others

Managing work priorities: Plans and organises work to deliver on objectives

Commitment to excellence: Sets high personal and professional standards, and shows a high concern for accuracy

Demonstrating understanding of the Treaty of Waitangi: Demonstrates an understanding of the implications of the Treaty on today's society and conservation

Demonstrating understanding of Māori Tikanga and protocols: Demonstrates comfort engaging and working in partnership with iwi and tangata whenua

Situational awareness: Displays knowledge and awareness of situations; identifies relevant context to develop robust recommendations and make sound decisions

Honesty: Is honest

Courageousness: Displays integrity and a willingness to speak up

Resilience: Displays composure and a sense of perspective when the going gets tough

Curiosity: Displays openness to different perspectives

Engaging others: Connects with others, builds trust and listens

Achieving ambitious goals: Is committed to delivering on objectives

Self-awareness and agility: Understands self and adapts to change; is development focused

## Specialist skills and experience

- A passion for applied freshwater conservation with a minimum of three years' specialist/practical expertise in freshwater species management, freshwater biosecurity, habitat restoration and/or resource management (A relevant tertiary qualification is desirable)
- Experience with the planning, delivery and reporting of operational projects, including previous experience developing and managing contracts with external providers
- A work style that focuses on driving and maintaining momentum on projects to see deliverables achieved on the ground
- Excellent interpersonal, communication and relationship-building skills, and proven ability to successfully deliver projects in collaboration with Tangata Whenua and a range of partners



- Ability to work with ambiguity –DOC’s freshwater restoration work is scaling up so flexibility to adapt and change will be needed
- Demonstrated skill in working with experts to understand technical advice, and applying or communicating technical information clearly
- Willingness to travel within the DOC Region, and neighbouring regions if required
- Current full driving licence required

## Relationships

### External

- Tangata Whenua
- Local authorities
- Conservation associates and NGOs
- Science organisations
- Community groups
- Education providers
- Private landowners
- Members of the public

### Internal

- Operations Leadership Team
- Operations rangers with freshwater site restoration duties and other community and biodiversity rangers
- Advisors and peers in other DOC work groups, especially the Biodiversity and Partnership groups

You are required to comply with the standard operating procedures of DOC. 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).