Department of Conservation
Te Papa Atawhai

Role Description

Title	Supervisor
Manager Title	Operations Manager Principal Ranger
Group	Regional Operations
Band	E
Date	June 2024
Approved By	Deputy Director-General, Operations

Public Service

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa

I āianei, 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 and supervise a team of Rangers to deliver agreed District Operations work priorities.

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.

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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
Peers and colleagues Staff in Regional Operations Organisation Support staff	Local whānau, hapū and iwi Local partners e.g. in council, local businesses and community agencies Statutory bodies Technical specialist positions in local or regional agencies General public, neighbours and landowners Service providers and contractors Volunteers

Accountabilities

Accountability	Including
Supervising operational work delivery	Analyse and understand tasks, team capability and capacity to decide how work should be delivered Collaborate with Supervisors in your District to ensure priority work is covered Work collaboratively with Treaty partners to understand their aspirations and needs in relation to delivery of work Prioritise and assign work to individuals, ensuring workloads are managed effectively and safely Explain context, priorities and standards of work, engaging and motivating the team to succeed Lead and support the team in delivering the work Monitor work delivery and performance, logging and recording work progress and expenditure Maintain up to date knowledge of stakeholder interests and manage competing interests where necessary Work with your team to find ways to improve efficiency and effectiveness Keep the Senior Ranger informed about completion of work and emerging local developments to inform planning

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Accountability	Including
Team capability and resourcing	Lead selection panels for recruiting direct reports in the team Approve timesheets and consider leave requests on behalf of the Operations Manager Conduct Monthly Operating Reviews, monitor wellbeing and identify individual capability gaps and aspirations Coach, train and mentor team members to equip them to succeed in their work and grow their skills Engage and manage contractors as agreed with the Operations Manager to resource the work programme
Tasks assigned by the Operations Manager	Undertake specific tasks as directed by the Operations Manager Manage and build assigned stakeholder relationships Collate information for media enquiries, Official Information Act and ministerial requests Coordinate and participate in emergency responses Support the Operations Manager in the leadership of the team
Partnering with whānau, hapū and iwi	Actively work with whanau, hapū and iwi in a strong, active, culturally safe working relationship in delivering the work programme Create opportunities for participation Build capability as you work together
People leadership	Set annual expectations and monitor performance through Monthly Operating Reviews (MORs)and other performance indicators together with the Manager Support the learning and development of your team (individually and collectively) ensuring every team member has an up to date development plan and receives regular feedback Assign tasks and projects ensuring your team is clear about the expectations and are supported to achieve Foster an inclusive workplace culture and support a diverse workforce Lead the team in a way that inspires trust, respect and continuous improvement in performance Raise team performance issues with the Manager
Collaboration and relationship management	Work collaboratively with teams across DOC and contribute effectively to cross-functional teams Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations

Accountability	Including
	Represent DOC and coordinating cross-agency initiatives within area of responsibility
Work management and delivery	Deliver on tasks as set out in work plans, performance expectations, and task assignments Identify critical issues and risks and ensure they are constructively raised and addressed Manage knowledge and information to ensure it is secure, current, and appropriate access protocols are applied Contribute to DOC's strong safety culture, health and safety systems and practices, and comply with policies and guidelines Take all practical steps, taking into account conditions, to ensure your own and others health, safety and wellbeing

Capability

Capabilities required	
Specialist skills, knowledge, and qualifications	Skills in leading or supervising people along with knowledge of leadership principles from experience or a tertiary qualification Skills and experience in organising the work of a team Sufficient knowledge in the work to lead the team effectively and to participate in field work as necessary Able to engage effectively in a Māori setting including pōwhiri and whakatau. Willing to learn karakia, pepeha and local tikanga to support productive working relationships Able to engage and support aspirations of iwi and give effect to Treaty principles A broad understanding of conservation management and how it contributes to New Zealand's sustainability, and a passion to involve others in conservation Knowledge and experience in working with public and private sector entities Current full New Zealand driving licence
Collaboration, relationship building, communication and interpersonal skills	Interacts productively with a wide range of people Seeks and considers other perspectives Works effectively to solve problems, gains trust easily and supports peers Demonstrates and fosters collaboration across teams
Organisation contribution	Provides considered feedback and input to decision making

Capabilities required	
	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).