

Role Description

Title	Principal Ranger
Manager Title	Operations Manager
Group	Regional Operations
Direct Reports	Operations delivery team members
Band	F
Date	July 2025
Approved By	Deputy Director General 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 a district-based operations team to effectively deliver priority work programmes which achieve results for conservation.

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.

As a leader you are visible, open, and engaging, proactive, and agile, moving towards problems and challenges.

You are required to maintain a strict sense of personal ethics, maintain confidentiality and privacy, and abide by DOC's Code of Conduct.

Key Accountabilities

Accountability	Detail
Team leadership	<p>Identify people resourcing needs and lead recruitment to ensure the right skills and capabilities are represented within the team.</p> <p>Onboard and induct new team members, ensuring they are set up for success.</p> <p>Support individual and team development, identifying development needs and skill requirements, scheduling training and monitoring development plan progression.</p> <p>Proactively lead communication across your team, ensuring all members are informed of team and district priorities.</p> <p>Ensure regular check-ins with individual team members and effective monthly operating reviews.</p> <p>Monitor work delivery through routine in-field assurance checks (e.g. management by walk about).</p> <p>Role model DOC's values and lead team to demonstrate aligned behaviours.</p> <p>Recognise and celebrate individual and team achievements.</p> <p>Promptly and proactively resolve team conflict.</p> <p>Address and manage performance concerns as they arise, promptly and in accordance with organisation policies and procedures.</p> <p>Complete annual performance and development conversations with all direct reports.</p> <p>Manage leave planning, scheduling and approval and complete manager payroll approvals including timesheets and allowances.</p> <p>Lead health, safety and wellbeing in the team, creating a work environment where workers are kept safe, healthy and well.</p>
Planning & delivery	<p>Lead planning and scheduling of work for the team, assigning tasks based on team member strengths and skills, ensuring work is distributed effectively and the team is supported to work collaboratively.</p> <p>Schedule work of the team based on the priority work agreed through the annual plan and reactive work requirements, managing and resolving competing priorities, and ensuring timely delivery and achievement of targets and outcomes.</p> <p>Be aware of changing context and priorities and maintain a flexible approach to ensure planning is responsive to meet demands.</p> <p>Monitor team's work to ensure delivery meets required timeframes and deadlines and is achieved within budget guidelines.</p>

Accountability	Detail
	<p>Input to planning and phasing of annual budgets, and variance reporting, identifying critical cost pressures.</p> <p>Provide feedback to Operations Manager and Operations Advisor to support decisions on capacity, constraints, risks, issues and progress on work programmes.</p> <p>Manage team budget(s) as allocated to ensure work programme delivery to budget and approved exceptions.</p> <p>Deliver on tasks as set out in performance expectations and task assignments.</p>
District Leadership	<p>Actively participate as a member of the district leadership team (DLT).</p> <p>Contribute to decision making on priorities and competing resources across the district.</p> <p>Work collaboratively with other team leaders and DLT members to build capability amongst district team members.</p> <p>Proactively represent your team members and their priorities and concerns at district leadership level.</p>
Treaty Partnership	<p>Identify the impact of the work on Māori and share awareness with others.</p> <p>Establish networks with iwi and Māori who are interested in and/or impacted by the work.</p> <p>Identify appropriate methods to engage and lead engagement processes.</p> <p>Ensure opportunity to co-design with Māori is proactively identified and undertaken, and partner in joint planning, decision making and work program delivery where appropriate.</p> <p>Ensure different ways of working are supported, and institutional bias and stereotypes are not reinforced.</p>
Work progress and reporting	<p>Monitor team budget expenditure for assigned work and contribute to financial reporting.</p> <p>Provide insights into work progress and outcomes as required.</p> <p>Ensure completion of targets/ outputs/ outcomes are recorded.</p> <p>Identify critical risks or issues and recommend appropriate solutions.</p>
Stakeholder Engagement & Collaboration	<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.</p> <p>Engage with stakeholders to share information and identify critical issues.</p>

Accountability	Detail
	<p>Respond promptly and competently to requests for information, advice, or the provision of services.</p> <p>Gather feedback and seek opportunities for improvement.</p> <p>Participate in engagement and feedback activities and ensure feedback is incorporated into your work.</p>

Capability

Capabilities Required	
Team leadership	<p>Broad understanding of the work of Regional Operations to plan and lead the work of a district team</p> <p>Good understanding of the district's unique work programmes and operating environment</p> <p>Skilled in leading and managing a high-performing team including work scheduling, performance management and employee development</p> <p>Experience leading with values and behaviours to achieve organisational priorities</p> <p>Ability to lead dispersed staff with a variety of flexible working arrangements</p> <p>Ability to lead teams through change</p> <p>High level of emotional intelligence</p> <p>Adept at maintaining an inclusive and collaborative team culture</p> <p>Holds oneself accountable, is reliable, and acts with integrity</p> <p>Skilled at effective coaching and feedback delivery, and supporting individual and team capability development</p>
Treaty Partnership	<p>Understands where the Māori-Crown relationship is particularly important to DOC</p> <p>Understands some of the key differences between Māori and non-Māori worldviews</p> <p>Able to use day-to-day tikanga at work, e.g. waiata and pepeha</p> <p>Familiar with contemporary Māori experiences and perspectives, particularly in respect to DOC</p> <p>Identifies knowledge and experience gaps and seeks advice or support when required</p>
Decision making and delivery of results	<p>Reviews situational information to understand context and create recommendations</p> <p>Recognises importance of seeking and considering other perspectives</p>

Capabilities Required	
	<p>Ability to understand multiyear and annual plans to schedule and allocate work on a short-term basis to achieve the longer-term outcomes.</p> <p>Plans and organises work to deliver on objectives</p> <p>High personal and professional standards and accuracy</p> <p>Demonstrated experience with managing budgets and financial reporting</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>
Collaboration, relationship building, communication and interpersonal skills	<p>Works effectively to solve problems</p> <p>Highly effective communicator and able to make timely decisions</p> <p>Demonstrates and fosters collaboration across teams</p> <p>Connects with others, builds trust and listens</p> <p>Works cooperatively and collaboratively with others across DOC</p> <p>Shares information proactively and seeks to support others</p>

Key Working Relationships

Internal	External
<p>District Leadership Team</p> <p>District Rangers</p> <p>Planning and Performance Team</p> <p>Regional Statutory Team</p> <p>Business Accountant</p> <p>People and Culture Team</p> <p>Technical and Advice teams</p>	<p>Local whānau, hapū and iwi</p> <p>Regional agencies</p> <p>General public, neighbours, and landowners</p> <p>Service providers and contractors</p>

You are required to comply with the standard operating requirements of DOC, i.e., complying 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).