

Role Description

Title	Ranger/Project Lead, Treaty Implementation
Manager Title	Operations Manager
Group	Regional Operations
Band	D
Date	October 2023
Approved By	Deputy Director-General, Regional 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 implementation of initiatives with Treaty partners.

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
District Leadership Team Rangers Operations Planning Advisors and peers in other Units and Groups e.g. Treaty Relationships	Whānau, hapū, iwi Local authorities Suppliers of goods and services

Accountabilities

Accountability	Including
Planning implementation	<p>Lead development of detailed project plans to deliver assigned initiative(s), collaborating with Treaty partners to identify collective goals, pressures, objectives and the range of methods</p> <p>Contribute to development of governance arrangements in collaboration with Treaty partners</p> <p>Work with the Senior Ranger to ensure plans are fit for purpose and draw support from DOC technical teams</p> <p>Ensure planning is underpinned by robust advice, includes SMART objectives with a framework and delivery plan for monitoring and reporting on progress</p> <p>Seek opportunities to integrate, and leverage off other programmes where relevant</p> <p>Actively identify and manage opportunities and risks</p>
Leading delivery	<p>Negotiate, develop, and oversee contracts and agreements related to delivery</p> <p>Ensure work is scoped, planned, and delivered on time, to required standards and within set budget tolerances and achievement of outputs and milestones necessary to achieve plan objectives</p> <p>Monitor and coordinate delivery of plans and gather data to inform reporting</p> <p>Lead the work of project team(s) assigned to deliver the initiative, working with the Supervisor(s) to assign and schedule time for team members to undertake work</p> <p>Report on progress against objectives and budget to support financial and non-financial reporting</p> <p>Implement risk management processes and manage escalated issues and risks</p> <p>Provide cultural advice to support the work and build capability of the team</p>

Accountability	Including
	Lead development of responses to relevant Official Information Act requests on behalf of the Operations Manager
Partnerships and relationships with whānau, hapū, iwi	<p>Build and sustain positive working relationships and work collaboratively alongside whānau, hapū, iwi</p> <p>Seek opportunities to leverage off work undertaken by others</p> <p>Develop and implement stakeholder engagement plans for complex initiatives</p> <p>Champion partnerships and relationships to grow conservation in New Zealand</p> <p>Resolve any conflicts in a timely and professional manner</p>
Safety and wellbeing	<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>
Build and maintain effective stakeholder and customer relationships	<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>Represent DOC and coordinate cross-agency initiatives within 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>

Capability

Capabilities required	
Specialist skills, knowledge, and qualifications	<p>Excellent interpersonal and relationship building skills, proven ability to deliver successfully in collaboration with tangata whenua</p> <p>Project management skills, able to lead and work successfully with others to deliver results</p> <p>Sufficient te reo Māori to work effectively with tangata whenua</p> <p>Good knowledge of tikanga Māori, kaitiakitanga, wairuatanga, manaakitanga and iwitanga</p>

Capabilities required	
	<p>Sound knowledge of Treaty settlement processes, specific settlements in the area and DOC obligations from local settlements</p> <p>Able to navigate and balance differing perspectives while maintaining alignment with DOC goals</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>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).