

Role Description

Title	Director, Regional Operations
Manager Title	Deputy Director-General, Regional Operations
Regions and Group	Northern North Island, Auckland, Central North Island, Eastern North Island, Hauraki/Waikato/Taranaki, Lower North Island, Northern South Island, Western South Island, Eastern South Island, Southern South Island Regional Operations Group
Direct Reports	Regional leadership team
Security Clearance Level	Secret
Date	May 2022
Approved By	Director-General

Public Service

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

I āiane, 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

This role is responsible for leading one of DOC's Operations Regions.

The key outcomes for this role include:

- Improve the condition of the land and resources DOC is responsible for
- Deliver priority work plans in accordance with best practice, excellent health and safety, and innovation

- Deliver regional activities such as threatened species management and pest control, visitor and heritage services, fire and emergency responses (for example, marine mammal strandings), regulatory decision-making and compliance functions
- Lead the development and maintenance of strong and effective relationships with Treaty partners, including implementation of Treaty settlements
- Lead the management of relationships with important external stakeholders in the region

As a member of the Group leadership team, the Director also contributes to collaboratively developing and agreeing key priorities and critical outcomes.

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. This could include adjustment of the allocation of portfolios and responsibilities among members of the Group leadership from time to time.

As a leader within DOC, you are required to be visible, open, and engaging, proactive, and agile. You move towards problems and challenges and do not create barriers or assume something is someone else's responsibility.

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

Key Accountabilities

Accountability	Including
Help lead the Regional Operations Group to ensure it supports the delivery of DOC's vision and strategy	Working with other Directors to agree whole of business group priorities, ensuring alignment and identifying areas for collaboration and efficiencies Supporting the Deputy Director-General with specific regional knowledge and expertise
Work closely with our Treaty Partner and a wide range of external stakeholders	Identifying whānau, hapū, iwi and other key stakeholders relevant to your areas of responsibility and establishing effective relationships Identifying and responding to opportunities to partner or collaborate with external groups to achieve mutual benefits Leading negotiations to resolve disputes and reach mutually acceptable solutions
Lead the Region to ensure DOC operates as an honourable Treaty Partner	Identifying and acting upon opportunities to embed te ao Māori in the work of the Region Ensuring Section 4 principles of the Conservation Act as they relate to the work of the Region are clearly understood and honoured Creating opportunities for whānau, hapū, iwi to partner with DOC Developing the capability of the Region to meet the requirements of DOC's Whāinga Amorangi framework

Accountability	Including
Develop and maintain a long-term plan for the Region which supports the Group's goals and priorities	Setting and communicating clearly the priorities and required outcomes for the Region Supporting managers to scope and define relevant work programmes, including identifying key areas of focus Identifying and agreeing budget and resource requirements Actively managing resources to ensure availability and optimal utilisation
Oversee the delivery and implementation of the Region's plan	Maintaining own knowledge and awareness of current or emerging trends, technologies or developments and using a structured approach to adjust priorities and outcomes where required Undertaking comprehensive monitoring of performance to regularly assess progress and identify areas of risk or concern Producing regular reporting to provide updates and information for decision makers Overseeing and ensuring the regular review of systems and mechanisms and identifying risks or opportunities
Lead and support the Region to enable a high performing and capable team	Setting expectations with managers, including clear definitions of success, and providing constructive and robust feedback Providing coaching and development opportunities for individuals to meet their personal career aspirations Creating and supporting an inclusive culture and encouraging others to utilise diverse strengths and perspectives Identifying long term capability requirements and working with the Group leadership team to deliver initiatives to ensure these are met Facilitating and supporting collaboration across the department and encouraging the cross sharing of ideas Demonstrating active commitment to health, safety, and wellbeing, and leading the direction of health, safety, and wellbeing for the team in accordance with the Department's policy

Relationships

Internal	Nature of the Relationship
Regional Operations Leadership Team	To share information, coordinate business and work plans, participate in decision making, collaborate on initiatives and work activities
Direct Reports	To provide direction and guidance, individual development and management support
External	Nature of the Relationship
Ministers' Offices	To provide information proactively and in response to requests

Internal	Nature of the Relationship
Treaty Partner	To collaborate on opportunities to partner, represent interests of DOC, provide information as required
Peers in other government agencies, nationally and internationally	Represent interests of DOC, collaborate on All of Government (AOG) and sector wide goals and priorities, provide information as required
External entities and professional bodies	Gather information and provide guidance, lead or participate in networks, represent DOC's interests and collaborate in partnerships to support DOC's priorities

Capabilities

Capabilities Required	
Functional	Broad knowledge of conservation management principles and theories Knowledge of legislation and regulatory obligations which affect the work of DOC Experience as a senior leader in a large organisation
Treaty Partnership	Demonstrated success in building relationships and gaining the support and participation of key Treaty Partner individuals and groups Sound understanding of the impact DOC and the wider public sector and government has on the Māori Crown relationship, and the obligations of the Crown under the Treaty of Waitangi in own area of work Awareness of the differences between Māori and non-Māori world views and how to access more knowledge Broad understanding of how Treaty settlement commitments impact area of responsibility A sound understanding of te ao Māori, te reo me ngā tikanga Māori
People Leadership	Leads and manages managers using effective role modelling, delegation, and performance management skills Leads by example, guiding people to be disciplined and considered Understands the impact of own actions Sets clear management team objectives and expectations Monitors and strengthens management team cohesion and performance Focuses direct reports on achieving shared objectives Coaching and mentoring skills Motivates and inspires others
Decision Making and Reasoning	Integrates wide ranging information to support effective decision making Practiced at seeking different perspectives to check for and mitigate unconscious bias

Capabilities Required	
Collaboration	Finds common ground and solve problems Demonstrates and fosters collaboration internally across the organisation, and externally with partners
Organisation Leadership	Ability in, and experience of, leading change Influences political representatives, proactively informs, and provides frank advice on sensitive issues A broad and detailed knowledge of government systems and structures A broad understanding of government processes and politics and key interfaces with government and other public sector agencies
Delivery of Results	Ability to plan and organise large and complex programmes of work Manages and delivers on diverse work priorities by effectively allocating time and resources Manages risk effectively through appropriate identification, categorisation, and evaluation and/or mitigation
Relationship Building and Stakeholder Management	Integrity, curiosity, openness, a non-judgemental attitude, and consistency and reliability so colleagues and partners trust and rely on you Anticipates and shows empathy for others' points of view while persevering with achievement of conservation outcomes Deals with difficult issues and disagreements using honesty and joint problem solving rather than using positional power Builds personal connections with and understands the perspective of senior Treaty Partner representatives and other stakeholder leaders
Commercial and Financial Management	Commercial experience and expertise Negotiation skills
Interpersonal Skills and Communication	Communicates clearly and sensitively with a very wide range of internal and external audiences Gains active participation and/or support for initiatives, from senior leaders, staff, and other relevant senior stakeholders

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).