

Role Description

Title	Relationships and Engagement Manager
Manager Title	Kaihautū Relationships and Engagement
Directorate and Group	Iwi Strategy and Partnerships
Direct Reports	Principal Iwi Strategy and Partnerships Advisor Senior Iwi Strategy and Partnerships Advisor Iwi Strategy and Partnerships Advisor
Band	T4 B
Date	7 April 2026
Approved By	Deputy Director-General, Iwi Strategy and Relationships

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 Relationships and Engagement Manager leads DOC's relationship and engagement functions within the Iwi Strategy and Partnerships group. The role is responsible for strengthening DOC's partnerships with iwi, hapū and whānau, ensuring engagement is coordinated, strategic and aligned with DOC's Treaty Operating Model.

This position provides leadership, direction and oversight for staff delivering Treaty relationship and engagement work across DOC. It ensures DOC teams have the capability, tools and support to engage effectively, fulfil Treaty settlement commitments, and uphold the intent of Section 4 of the Conservation Act in both operational and strategic contexts.

As a Tier 4 Manager, the role leads people and work programmes, builds capability, ensures high-quality engagement practice, and represents DOC in key iwi and cross-agency forums.

Key working relationships

Internal	External
Operations Directors and Managers Regional Treaty relationships and implementation staff Peers and colleagues	TBC

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 leadership from time to time.

As a leader you are visible, open, and engaging, proactive, and agile. You move towards problems and challenges and 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 DOC's Code of Conduct.

Key Accountabilities

Accountability	Including
Leadership and Team Management	Lead, coach and support a team of Principal Advisors, Senior Advisors and Advisors to deliver high-quality Treaty relationship and engagement work. Foster a positive and inclusive team culture that upholds DOC's responsibilities as a Treaty partner and DOC's values. Manage workload, priorities and resource allocation across the team to ensure timely and effective delivery. Provide performance coaching, development planning and regular feedback to direct reports.
Strategic Relationship Leadership	Provide strategic leadership for DOC's engagement and partnership approaches with iwi, hapū and whānau.

Accountability	Including ...
	Ensure DOC's relationship strategies reflect Treaty settlement commitments, local priorities and long-term partnership aspirations. Identify emerging opportunities and risks in iwi-DOC relationships and develop proactive solutions. Represent DOC at high-level hui, wānanga and partnership forums.
Engagement Planning and Oversight	Oversee engagement planning across regions and work programmes to ensure consistency, quality and cultural appropriateness. Ensure engagement is coordinated across teams, avoiding duplication and supporting joined-up approaches with Treaty partners. Guide the design of engagement processes that are mana-enhancing, transparent and aligned with iwi preferences. Provide expert input into complex or sensitive engagement processes.
Treaty Leadership and Assurance	Ensure team practices and DOC engagement reflect Te Tiriti principles and uphold Section 4 obligations. Support the organisation to understand Treaty settlement redress and ensure DOC meets its obligations. Monitor and report on relationship and engagement effectiveness, including follow-up, documentation and risk management. Provide advice to senior leaders on iwi expectations, Treaty implications and relationship risks.
Collaboration and Influence	Work closely with Principal Advisors, Kaihautū, Pou, Treaty Rangers and other internal Treaty capability roles to ensure alignment across DOC. Build strong relationships with Operations, Policy, Planning, Legal and Conservation Partnerships teams to integrate Treaty engagement appropriately. Represent DOC in cross-agency and sector forums, influencing system-level Treaty and partnership outcomes.
Capability Development	Lead the development of guidance, tools and resources that strengthen relationship and engagement practice across DOC. Champion te ao Māori, mātauranga Māori and tikanga-aligned approaches in DOC's work.

Accountability	Including ...
	Deliver or support cultural capability development activities, wānanga and training for DOC staff.
Work Programme Delivery	Lead a portfolio of Treaty and engagement-related programmes or initiatives. Ensure delivery against agreed work plans, performance expectations and reporting requirements. Monitor issues and risks, ensuring they are escalated and managed appropriately. Manage knowledge and sensitive information appropriately, ensuring cultural and privacy obligations are met.

Capability

Capabilities Required	
Specialist skills, knowledge, and qualifications	<u>Essential</u> Strong knowledge of Te Tiriti o Waitangi, Crown-Māori relationships and Treaty settlements. Deep experience working with iwi, hapū, whānau and Māori organisations. Proven ability to lead teams, manage work programmes and support staff development. Strong understanding of te ao Māori, mātauranga Māori and tikanga in engagement and relationship contexts. Ability to engage confidently in complex or sensitive Treaty relationship environments. Excellent communication, facilitation and negotiation skills. Ability to manage issues, risks and opportunities in dynamic partnership contexts. Understanding of DOC's operational environment, the conservation system and public sector settings. <u>Desirable</u> Proficiency or confidence in te reo Māori me ōna tikanga. Experience in relationship management, engagement leadership or partnership governance.

Capabilities Required	
	Relevant tertiary qualification or equivalent experience
People leadership	Leads and manages 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 team objectives and expectations and focuses direct reports on achieving shared objectives Monitors and strengthens management team cohesion and performance Coaching and mentoring skills Motivates and inspires
Treaty partnership	Understands the impact DOC and the wider public sector and government have on the Māori-Crown relationship Understands the obligations of the Crown under the Treaty of Waitangi as this relates to area of work Aware of the differences between Māori and non-Māori world views and knows how to access more knowledge Understands how Treaty settlement commitments impact area of responsibility A sound understanding of te ao Māori, te reo me ngā tikanga Māori
Collaboration and organisation leadership	Works effectively to solve problems, gains trust easily and supports peers Demonstrates and fosters collaboration across teams Proactively informs, and provides frank advice on sensitive issues Has a broad understanding of government processes and politics and key interfaces with government and other public sector agencies Communicates clearly and with impact, and inspires, motivates, and influences Fosters culture of innovation, drives system and process improvements Leads cross-functional work and contributes to wider organisational outcomes
Delivering results	Plans and organises work to achieve required deadlines Manages and delivers on diverse priorities, effectively allocating time and resources Manages risk effectively through appropriate identification, categorisation, and evaluation and/or mitigation

Capabilities Required	
Relationship management, interpersonal and communication skills	Works cooperatively and collaboratively with others; builds relationships with stakeholders and partners Connects with others, builds trust and listens Shares information proactively and seeks to support others Communicates clearly and sensitively with a wide range of audiences Gains active participation and/or support for initiatives, from senior leaders, staff, and senior stakeholders
Decision making and reasoning	Integrates wide ranging information to support effective decision making Seeks different perspectives to check for and mitigate unconscious bias
Commercial and financial management	Budget management skills Negotiation skills

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).