

Role Description

Role Details	
Title	Team Administrator
Manager Title	Pou Ngā Whenua Rāhui
Group	Iwi Strategy and Partnerships
Band	C
Date	July 2026
Approved By	Kaihautū, Ngā Whenua Rāhui

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 hāpori, 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.

Te Kaupapa o Ngā Whenua Rāhui

The Ngā Whenua Rāhui unit manages contestable Ministerial funds that exist to facilitate the voluntary protection of indigenous biodiversity on whenua Māori. The kaupapa is to protect remaining indigenous biodiversity on privately owned Māori land that represents the full range of indigenous biodiversity originally present in the landscape. The fund enables and supports protection of indigenous biodiversity whilst supporting landowners to maintain their tikanga and tino rangatiratanga.

Hētēri ā Nuku

Hētēri ā Nuku also sits within this directorate. The HĀN programme is a 1 year cadetship programme that develops and inspires the next generation of Māori environmental and conservation leaders, both in the field and corporate space.

Role purpose

The purpose of this role is to provide high quality administration support to the Pou Ngā Whenua Rāhui and the Pou Hēteri-Ā-Nuku and the Ngā Whenua Rāhui and Hēteri-Ā-Nuku teams.

General

Employees are required to respond to changing needs, performing other tasks as reasonably required. Reasonable changes may be made 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 DOC's Code of Conduct.

Key working relationships

Internal	External
Pou and teams Colleagues across the organisation	Suppliers and service providers

Accountabilities

Accountability	This includes....
Administration support to the team	Administer and maintain team systems and processes Provide Pou with general office and IT support by identifying and actioning appropriate IT or other service requests. Provide support to staff with systems and process knowledge/tips to enable a culture of self-responsibility of administrative requirements Coordinate and provide administration for meetings e.g. undertaking room bookings, coordinating diaries, completing minutes, and proactively identifying and addressing meeting requirements Support team members with travel arrangements by undertaking booking requests, providing support with systems, and resolving issues for travellers if they arise Maintain documents or systems to ensure information and document management is kept current Coordinate floor warden training and ensure there are sufficient wardens. Lead, coordinate, and compile annual ACC safety audits Coordinate fleet management at office sites to ensure all vehicles are fit for purpose and meet NZ road safety standards and national processes (e.g. ensure vehicles are taken for scheduled servicing, WOFs and repairs; vehicles are dropped off/picked up from local suppliers as required; registrations and RUCs are placed correctly, and regular vehicle checks are done at site) Escalate risks and issues and contribute other site-specific information to inform decisions on composition of fleet, charging infrastructure and small plant

Accountability	This includes....
	Induction of new managers to DOC systems (e.g. Intranet, docCM, Workday, SAP S/4HANA, time recording) Office management Support procurement actions including system requirements
Collaboration and relationship management	Build and maintain collaborative relationships internally and externally for the purpose of achieving conservation outcomes Have effective relationships with and work collaboratively alongside whānau, hapū, iwi Place strong emphasis on anticipating, identifying, and responding to the needs of internal and external parties Monitor relationships and resolving critical issues promptly Contribute positively to a high performing, engaged team
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 Take all practical steps to ensure your own safety and the safety of others in the workplace

Capability

Capabilities Required	
Specialist skills, knowledge, and qualifications	Thorough knowledge of Microsoft applications (including Outlook, Word, Excel, PowerPoint, Teams, Internet Explorer), and ability to learn and work with new applications Experience in fleet management and sites coordination Good writing, editing, and oral communication skills Knowledge and skills in office administration Plans and organises activities and projects for self and others; organises tasks to make best use of time and resources; tracks achievement of key objectives Understands of the implications of the Treaty on today's society and conservation Assumes responsibility and accountability for the successful completion of projects, assignments, or tasks
Collaboration, relationship building,	Comfortable engaging and working in partnership with iwi and tangata whenua

Capabilities Required	
communication, and interpersonal skills	Interacts productively with a wide range of people Recognises importance of seeking and considering other perspectives Works effectively with peers to solve problems, gains trust easily, provides support Demonstrates and fosters collaboration across teams
Organisation contribution	Provides considered feedback and input to decision making Identifies and suggests opportunities to do things differently Proactively seeks to understand organisational or wider context of own role Supports Pou to implement NWR Taumata strategy and culture Demonstrates a 'can do' attitude
Treaty Partnership	Understands where the Māori Crown relationship is important to the Department Able to use day-to-day 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 the Department, 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).