Role Description

Role Details	
Title	Team Lead Tuora Mahi (Operations), Ngā Whenua Rāhui
Manager Title	Pou Tuora Mahi, Ngā Whenua Rāhui
Directorate and Group	Ngā Whenua Rāhui; Treaty Relationships Group
Direct Reports	Operations Supervisors Biodiversity Monitoring Ranger(s)
Band	F
Date	August 2023
Approved by	Kaihautū Ngā Whenua Rāhui

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) protects and sustains nature for current and future generations. Our purpose is to ensure that Papatūānuku thrives. We do this by:

- Protecting land, species, ecosystems, and cultural heritage for conservation purposes
- Managing threats and adverse impacts
- Being a voice for conservation
- Connecting people to nature

All New Zealanders have a role in keeping nature healthy. We partner with whānau, hapū and iwi and collaborate with commercial partners, NGOs, volunteers, and government agencies to improve conservation outcomes.

Te Kaupapa ō 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.

Ngā Whenua Rāhui also administers the Mātauranga Kura Taiao and PF2050 Mātauranga Funds.

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

To lead regional operations ensuring operational workplans and strategic priorities of Ngā Whenua Rāhui are maintained to a high standard at place.

General

Employees are required to respond to Ngā Whenua Rāhui and 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 DOC's Code of Conduct.

Accountabilities

Accountability	This includes….
Ngā Whenua Rāhui Leadership	Provide specialist knowledge and support on conservation activities and or cultural values to the Ngā Whenua Rāhui staff and Kōmiti Positively represent and demonstrate effective leadership for the Ngā Whenua Rāhui Fund and the Mātauranga Kura Taiao Fund Reinforce the Kōmiti's strategy of growing indigenous biodiversity conservation and cultural values with whānau, hapū and iwi through formal protection
Funds Leadership	Contribute effectively to the Ngā Whenua Rāhui fund application process including the 25-year review process Manage relationships internally and externally Work with colleagues to deliver on cultural outputs and outcomes Share knowledge and best practice Identify critical issues, risks, and opportunities Initiate, support, and implement continuous improvement and innovation Contribute to improvement and conservation growth Support landowner capability development
Team Leadership	Set annual expectations and monitor performance through operating reviews Support the learning and development of your team (individually and collectively), ensuring every team member has an up-to-date development plan

Accountability	This includes….
	and receives regular feedback Appropriately assign tasks and projects Foster an inclusive workplace culture and support a diverse workforce Lead the team in a way that inspires trust, respect, and continuous improvement in performance Raise team performance issues with the Manager
Collaboration	Provide advice and support on conservation activities to your manager Engage with landowners/stakeholders to ensure they see the success of their input via formal protection Support the implementation of new value exchanges with partners by: Placing strong emphasis on positive, collaborative relationships internally and externally Positively representing the Ngā Whenua Rāhui Fund and reinforcing Ngā Whenua Rāhui Komiti's strategic direction
Safety and Wellbeing	Contribute to Nga Whenua Rahui and DOC's Health and Safety systems and practices, including Job Safety Analysis Contribute to a strong safety culture and achieving an injury free workplace Take all practical steps to ensure your own safety and the safety of others in the workplace Take into account conditions that affect own and others' health and safety Take a proactive approach to managing your own and others' wellbeing
Planning	Develop and maintain plans to deliver agreed outcomes Identify how priorities and required outcomes will be achieved Scope and recommend work and programme plans Propose, negotiate, and seek agreement to budget and resource requirements Manage competing priorities and set defined goals
Work progress and reporting	Measure and provide comprehensive insights into work progress and results Produce regular reports to provide updates and information for decision makers Respond appropriately to changing contexts and priorities Identify critical risks or issues and recommend appropriate solutions Maintain knowledge and awareness of current or emerging trends, technologies, or developments to remain informed and up to date
Work management and delivery	Deliver on tasks as set out in work plans, performance expectations, and task assignments

Accountability	This includes….
	Manage procurement and delivery of contracted outputs and services 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

Capabilities Required	
Specialist skills, knowledge, and qualifications	Excellent people skills and a strong drive for results through collaboration Knowledge and experience of conservation management, including natural and cultural heritage, and landowner aspirations Excellent communicator, verbally and in writing Highly skilled at inspiring others to act Sound appreciation and understanding of value exchange opportunities with Whānau, Hapū and iwi, community groups and others Understanding of NWR and how it contributes to future sustainability of indigenous biodiversity impacting whenua Māori A high level of competency in the use of scheduling and monitoring tools Competent at maintaining organisational standards and processes A high level of competency and experience in pest control methods for predator, ungulate and plant pests A high level of confidence in Tikanga Māori Current full driving licence
Team Leadership	Skilled in leading and managing a high-performing team Skilled at inspiring, motivating and directing teams Able to lead dispersed staff with a variety of flexible working arrangements Monitors team cohesion and performance Adept at maintaining an inclusive and collaborative team culture Manages health, safety, and wellbeing processes to ensure a strong and proactive safety culture Skilled at effective coaching and feedback delivery, and supporting individual and team capability development
Collaboration, relationship building,	Works effectively with peers to solve problems, and provides support

Capabilities Required	
communication and interpersonal skills	Recognises importance of seeking and considering other perspectives Demonstrates and fosters collaboration across teams Connects with others, builds trust and listens Works cooperatively and collaboratively with others across DOC Shares information proactively and seeks to support others
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
Delivering results	Plans and organises work and budget to deliver on workplans and objectives High personal and professional standards and accuracy
Treaty Partnership	Knowledge and understanding of tikanga and kawa at work Knows to seek advice or support when required

Key working relationships

Internal	External
Kaimahi and managers of Ngā Whenua Rāhui Staff of Department of Conservation	Landowners, Trusts, Whānau, hapū and iwi Contractors and service providers Local Partners (e.g. council, local businesses, and community agencies) Specialist positions in local or regional agencies General Public, neighbours, and landowners

You are required to comply with the standard operating procedures of the Department. In addition you must comply with the financial, human resources, legal and other delegations set out in Standard Operating Procedures, policies and instructions (refer to the Intranet for further information).