

## Role Description

Date of last review: April 2018

Title:	Ranger, Community (Treaty Implementation)	Band:	C
Business Group:	Operations	Manager's title:	Supervisor, Community
Location:	Napier (400/4225); Palmerston North (400/4364); Masterton (400/4453)		

### Context

The Department is the central government agency that conserves and manages New Zealand's natural, historic and cultural heritage which provides increasing benefit to New Zealanders.

The Department's vision is that New Zealand is 'the greatest living space on Earth'. Kāore he wāhi i tua atu i a Aotearoa, hei wahi noho i te ao. Its undertaking is that New Zealanders gain environmental, social and economic benefits from healthy functioning ecosystems, from recreation opportunities and from living our history. The Department has committed to a new strategy to "grow conservation through partnerships with others".

The Department has adopted a set of 2025 Stretch Goals, which will require a strong focus on strategy and growing conservation by working with others. This will be executed through a leader led approach. Through this focus the Department will be able to become a leader in the Natural Resource Sector (NRS), driving better conservation, natural resource management, Government outcomes, and moving towards step change growth in conservation.

Whānau, hapū and iwi enjoy a primary Treaty relationship with Te Papa Atawhai through the Department's Section 4 obligations.

### Purpose of Role

Support the Department, hapu and iwi to maintain positive, collaborative and enduring relationships.

### Accountabilities

Accountability Area	Activities	Performance Indicators
<b>Treaty Settlements Implementation Work</b>	Identify and analyse local policy and strategic cross-cultural issues Develop innovative policy and strategic solutions Translate strategic cross-cultural	<ul style="list-style-type: none"> <li>You are seen to provide leadership for the Department in whānau, hapū, iwi relationships</li> <li>You work collaboratively with whānau, hapū, iwi for</li> </ul>

Accountability Area	Activities	Performance Indicators
	<p>issues into outcome focussed plans with integrated workable solutions</p> <p>Develop innovative processes, tools and capability for effective iwi partnership practice within the district</p> <p>Scope, plan and project manage agreed initiatives</p> <p>Deliverables reflect the Department's partnership with tangata whenua and support our functions under Section 4 of the Conservation Act</p>	<p>the Department across the district</p> <ul style="list-style-type: none"> <li>• You monitor the use of new processes and tools</li> </ul>
<b>Collaboration</b>	<p>Builds and maintains collaborative relationships for the purpose of achieving greater conservation outcomes by:</p> <ul style="list-style-type: none"> <li>• Placing strong emphasis on anticipating, identifying and responding to the needs of internal and external parties</li> <li>• Monitoring relationships and resolving critical issues promptly</li> <li>• Contributing positively to a high performing, engaged team</li> </ul>	<ul style="list-style-type: none"> <li>• You are seen as a trusted advisor by whānau, hapū and iwi</li> <li>• You willingly share ideas and resources with other individuals / teams to help make them successful</li> <li>• You identify where your work programmes impact others and work with your peers to manage interdependencies</li> <li>• You work with your manager to incorporate customer feedback to improve your service delivery</li> </ul>
<b>Leadership</b>	<p>Use sound judgment to make effective and timely decisions</p> <p>Coach and develop others in your area of speciality</p> <p>As part of working in the team you will be expected to take on responsibilities to help the team run effectively.</p> <p>Behave with openness, professionalism and integrity upholding the principles of the Standards of Integrity and Conduct</p>	<ul style="list-style-type: none"> <li>• You identify opportunities to pass on knowledge and information that grows the capability of others</li> <li>• Your decisions are seen to achieve the appropriate outcomes and are supportable</li> <li>• You behave in accordance with the principles of the Standards of Integrity and Conduct</li> <li>• You contribute to the successful running of the team</li> </ul>
<b>Health and Safety</b>	<p>Comply with the Department's Health and Safety policy and guidelines</p>	<ul style="list-style-type: none"> <li>• You ensure your own safety and that of colleagues who work around you</li> </ul>

Accountability Area	Activities	Performance Indicators
	<p>Proactively take all practicable steps to ensure your own safety and the safety of others in the workplace</p>	<ul style="list-style-type: none"> <li>• Promote and comply with all health and safety instructions</li> <li>• You report all incidents (injury or on injury) and new hazards to your manager immediately</li> </ul>
<p><b>Work Management</b></p>	<p>Complete all duties and responsibilities in accordance with your Performance and Development Plan and as outlined in the work programme</p> <p>Complete administrative tasks associated with the role</p> <p>Deliverables reflect the Department's partnership with tangata whenua and support our functions under Section 4 of the Conservation Act</p> <p>Undertake fire control or other conservation related emergency responses to meet the Department's obligations when required</p>	<ul style="list-style-type: none"> <li>• Your work plans are delivered and tracked and managers are aware of obstacles to achievement of performance goals</li> <li>• You report progress on deliverables, financial and non-financial indicators, risks and issues to your manager</li> </ul>

## Capabilities

Capability Area	Competencies
Valuing the work of the role	<p><b>Commitment to Excellence</b></p> <p>Sets high personal and professional standards; assumes responsibility and accountability for the successful completion of projects, assignments or tasks. Consistently gives careful attention to all the detailed aspects of a role, shows a high concern for accuracy.</p> <p><b>Organisation and Role Connection</b></p> <p>There is a strong connection to the goals of the Department and an appreciation of the constraints within which these goals can be achieved. There is good alignment between what the individual enjoys and the role they are undertaking.</p>
Leadership ability	<p><b>Building and Sustaining Collaborative Relationships</b></p> <p>Identifies, develops and sustains effective, productive, collaborative and outcome-oriented relationships (internal and external to the organization) to achieve conservation goals. Working as one organization, actively engages in building relationships to share expertise and knowledge to achieve goals.</p> <p><b>Personal Leadership</b></p> <p>Builds trust with others; identifies and seizes opportunities to promote the work of the Department.</p> <p><b>Seeking Agreement</b></p> <p>Reaches agreement or gains acceptance of a particular course of action through effectively defining the benefits and exploring alternatives; uses effective interpersonal skills and demonstrates determination in achieving desired outcomes.</p>

Capability Area	Competencies
Agile mind	<p><b>Analysis and Decision Making</b></p> <p>Engages in thorough analysis through gathering relevant information; sees the ‘whole’ and the complexity of connections (this is a “systems thinking” approach to decision making); takes into account factual information; develops robust recommendations and makes timely, sound decisions.</p> <p><b>Planning and Organising</b></p> <p>Plans and organises activities and projects for self and/or others; organises tasks to make best use of time and resources; and tracks achievement of key objectives.</p> <p><b>Situational Awareness</b></p> <p>Keeps abreast of science, political, economic, social and commercial imperatives and trends relative to their area of business; recognises opportunities and risks and responds appropriately.</p>
Emotional intelligence	<p><b>Communication</b></p> <p>Conveys information and ideas through a variety of mechanisms in a manner that engages key audiences and reflects the Department’s Vision, Values and Strategic Direction. This may include speaking, writing and listening and covers both formal and informal situations.</p> <p><b>Initiative/Innovation</b></p> <p>Develops new, innovative yet practical ideas, rethinking how to approach work. Takes action to achieve results beyond what is normally called for; looks for opportunities to improve own and the organization’s performance.</p> <p><b>Iwi, Stakeholder, Business and Community Focus</b></p> <p>Understands the needs of iwi, stakeholders, business and community; ensures they are listened to; ensures understanding of the rationale for decisions /findings made.</p> <p><b>Personal Effectiveness</b></p> <p>Maintains effective performance even when under pressure, (such as time pressure, shifting/conflicting priorities or job ambiguity), when facing opposition from others or in an uncertain environment.</p> <p><b>Self Awareness</b></p> <p>Recognises one’s emotions and feelings and their effects; recognises the impact of own behaviour on others; acts professionally at all times.</p>

Capability Area	Competencies
<p>Skilled use of relevant knowledge</p>	<p><b>Health and Safety Awareness</b></p> <p>Promotes a culture where health and safety are seen as integral to success. Is aware of and takes into account conditions that affect own and others' health and safety.</p> <p><b>Knowledge Management</b></p> <p>Manages knowledge and information to ensure it is secure and to enable appropriate access by others in the organisation.</p> <p><b>Learning Agility</b></p> <p>Acquires, understands and applies new job-related information, knowledge and skills in a timely manner.</p> <p><b>Technical Knowledge and Skills</b></p> <p>Competent understanding of Te Reo Māori</p> <p>Good knowledge of tikanga Māori, kaitiakitanga, wairuatanga, manaakitanga and iwitanga.</p> <p>Excellent written and oral communication skills</p> <p>Highly skilled in people-based relationships</p> <p><b>Working with Maori</b></p> <p>Is comfortable engaging and working in partnership with iwi and tangata whenua and demonstrates an understanding of the implications of the Treaty on today's society and conservation</p>

## Relationships

This section describes the expectations and boundaries the role has with key roles and Groups.

Internal groups	
<p>Have positive and productive relationships with colleagues and other staff in the Department</p>	<p>Operations staff and Managers</p> <p>Staff and managers within other groups in the Department</p>

## External groups

Have positive and productive relationships

Local whānau, hapū, iwi  
Iwi commercial business entities  
Local business associations and membership organisations  
Local community groups, associations

## Authorities

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).