

Role Description

Role Details	
Title	Ranger/Project Lead, Biodiversity
Manager Title	Supervisor
Manager Once Removed	Operations Manager
Group	Regional Operations
Band	D
Date	December 2023
Approved By	Deputy Director-General

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) 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.

Role purpose

The purpose of this role is to lead delivery of large and complex biodiversity initiatives.

Key working relationships

Internal	External
Operations Leadership Team	Whānau, hapū, iwi
Rangers	Partners
Operations planning	Local authorities
Biodiversity Advisors	Conservation associates and NGOs
	Science organisations
	Community groups

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.

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....
Project Planning	<p>Lead development of detailed work plans to deliver approved biodiversity initiative(s)</p> <p>Contribute to development of governance arrangements and planning in collaboration with local and central government, whānau, hapū, iwi, community groups and others</p> <p>Work with the Senior Ranger to ensure plans are fit for purpose</p> <p>Draw support from cross functional teams including biodiversity technical specialists</p> <p>Ensure planning is underpinned by robust technical advice, includes SMART objectives with a framework and delivery plan for monitoring and reporting on progress</p> <p>Seek opportunities to integrate, and leverage off other programmes</p> <p>Actively identify and manage both opportunities and risks</p>
Delivery	Scope, plan and deliver the work on time, to required standards and within set budget tolerances



Accountability	This includes...
	<p>Negotiate, develop and oversee contracts for goods and services related to delivery</p> <p>Monitor and coordinate the delivery of plans and gather data to inform reporting</p> <p>Lead the work of project team(s) assigned to deliver the initiative</p> <p>Ensure achievement of outputs and milestones necessary to achieve plan objectives</p> <p>Report on progress against objectives and budget to support financial and non-financial reporting</p> <p>Implement risk management processes and manage escalated issues and risks</p> <p>Provide technical advice and mentoring to support the-work and skill development of others</p>
Relationship management	<p>Have effective relationships with and work collaboratively alongside whānau, hapū, iwi</p> <p>Build and sustain effective stakeholder and customer relationships</p> <p>Seek opportunities to leverage off work undertaken by others</p> <p>Develop and implement stakeholder engagement plans for complex initiatives</p> <p>Resolve any conflicts in a timely and professional manner</p> <p>Champion partnerships and relationships to grow conservation in New Zealand</p> <p>Working collaboratively with teams across DOC and contributing effectively to cross-functional teams</p> <p>Building and maintaining effective relationships with key individuals and groups from relevant sectors and organisations</p> <p>Representing DOC and coordinate cross-agency initiatives within area of responsibility</p>
Work management and delivery	<p>Delivering on tasks as set out in work plans, performance expectations, and task assignments</p> <p>Identifying critical issues and risks and ensure they are constructively raised and addressed</p> <p>Managing knowledge and information to ensure it is secure, current, and appropriate access protocols are applied</p> <p>Taking all practical steps to ensure your own safety and the safety of others in the workplace</p> <p>Take a proactive approach to managing your own and others' wellbeing</p>

Capability

Capabilities Required	
Specialist skills, knowledge, and qualifications	<p>Significant practical biodiversity conservation experience and expertise</p> <p>A tertiary qualification, or equivalent experience and achievements, in science or natural heritage management</p> <p>Experience in contract management, planning, delivery and reporting of operational projects</p> <p>A focus on driving and maintaining momentum to see deliverables achieved</p> <p>Able to lead and work successfully with others to deliver results</p> <p>Excellent interpersonal and relationship building skills, ability to deliver successfully in collaboration with tangata whenua and a range of partners</p> <p>Skill in working with experts to understand technical advice, and applying and communicating technical information clearly</p> <p>Current full driving licence</p>
Collaboration, relationship building, communication and interpersonal skills	<p>Interacts productively with a wide range of people</p> <p>Recognises importance of seeking and considering other perspectives</p> <p>Works effectively with peers to solve problems, gains trust easily and provides support</p> <p>Demonstrates and fosters collaboration across teams</p>
Organisation contribution	<p>Provides considered feedback and input to decision making</p> <p>Identifies and suggests opportunities to do things differently</p> <p>Proactively seeks to understand organisational or wider context of own role</p>
Delivering results	<p>Plans and organises work to deliver on objectives</p> <p>High personal and professional standards and accuracy</p>
Treaty Partnership	<p>Understands where the Māori Crown relationship is important to DOC</p> <p>Able to use day-to-day te reo and tikanga at work, e.g. waiata and pepeha</p> <p>Knows to seek advice or support when required</p>

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).