

Role Description

Title	Leadership Coach
Manager Title	People Capability and Culture Manager
Directorate and Group	People and Culture, Organisation Support
Band	F
Date	October 2024
Approved By	Chief People Officer

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 whitake 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 purpose of this role is to develop leaders through personalised, one-on-one coaching.

Key working relationships

Internal	External
Leadership Capability Partners People Capability Teams (L&D and OD) People and Culture Business Partners	Human Resources and Capability networks in the Public Sector

Internal	External
Senior Leaders Managers, including Regional Operations managers	Public Service Commission Leadership Development Centre (LDC)

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	Including
Leadership coaching	<p>Researching, designing or customising, and delivering 3-5 specific coaching pathways to address leadership needs, such as leadership brand development, coaching others, and managing performance outcomes. (These can use newly developed or existing public sector models and resources).</p> <p>Working with leaders and managers across the organisation to identify key areas of coaching support needed and enhance their leadership effectiveness through leadership coaching.</p> <p>Establishing an effective system to set-up, schedule, and deliver coaching sessions for leaders (systems and service design, communication, booking management etc).</p> <p>Conducting one-on-one coaching sessions with leaders and managers, focusing on their individual development goals and challenges.</p> <p>Developing and sharing simple support resources to help leaders monitor and track the application of their learning and personal growth.</p> <p>Providing ongoing support and feedback to leaders, helping them apply insights from formal learning and coaching to their day-to-day roles.</p> <p>Tracking progress and outcomes of coaching engagements, ensuring continuous improvement and measurable impact.</p>
Collaboration and relationship management	<p>Collaborating with the Leadership Capability Partners, L&D, OD, and key stakeholders to align and integrate coaching efforts with broader leadership initiatives and organisational goals.</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 to share information and resources.</p>

Accountability	Including
Work management and delivery	<p>Delivering on tasks as set out in work plans, performance expectations, and task assignments.</p> <p>Meeting key targets on number of leaders and sessions run, and evaluation feedback targets/outcomes.</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 wellbeing, and the safety and wellbeing of others.</p>

Capability

Capabilities Required	
Specialist skills, knowledge, and qualifications	<p>At least 3 years' skills and experience in coaching people leaders across different organisational levels.</p> <p>Skilled in using best practice tools and methodologies to enhance individual leadership development, including Public Service LDC leadership development tools, resources, and offerings.</p> <p>Human behaviour/ psychology, or related qualification, or equivalent knowledge from experience desirable.</p> <p>Skilled in facilitating coaching in person and online.</p> <p>Skills and experience in measuring impacts and outcomes and redesigning coaching sessions as required.</p>
Collaboration, relationship building, communication and interpersonal skills	<p>Interacts productively with a wide range of people, leaving them feeling empowered.</p> <p>Seeks and considers other perspectives.</p> <p>Works effectively to solve problems, gains trust easily and supports peers.</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 and wider context of 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).