



Role Description

Date of last review: May 2016

Title:	Senior Ranger/ Supervisor Biodiversity	Band:	D
Business Group:	Operations Group	Manager's title:	Operations Manager
Location:	New Plymouth (400/2510, 400/2540); Tauranga (400/3110); Murupara (400/3210); Whakatane (400/3220, 400/3320); Takaka (400/5610); Westport (400/6140); Fox Glacier (400/6420); Motukarara (400/7210); Te Anau (400/8378, 400/8382, 400/8560); Invercargill (400/8480)		

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.

Our pillars – how we'll get there:



Purpose of the role

To support the Operations Manager in planning and scheduling delivery of conservation outputs at place.

Accountabilities

Accountability Area	Activities	Performance Indicators
<p>Deliver the biodiversity work plan</p>	<p>Take a lead role in the work planning within your functional area</p> <p>Oversee complex technical work on the ground, providing guidance as required in one or more of the following areas:</p> <ul style="list-style-type: none"> ○ freshwater ○ pest control ○ ecosystems restoration ○ species work ○ statutory delegations ○ fire support ○ telecommunications support <p>Verify that the work of the team meets quality standards and that work of contractors and staff is field audited</p> <p>Contribute to formation of district annual plans</p> <p>Optimise planning and scheduling (what and when) of the work</p> <p>Monitor and review expenditure, and provide advice to Operations Manager</p> <p>Identify conflicts between capacity and demand, recommend solutions, and highlight resulting critical issues</p> <p>Produce weekly work packages for execution</p> <p>Support Operations Manager in managing capital</p> <p>Advise the Operations Manager on improvements to asset maintenance plans</p> <p>Provide technical advice to the Operations Manager and internal/external team</p>	<ul style="list-style-type: none"> • Work undertaken complies with regulations/SOPS and accepted best practice • Planned work is carried out to high standard on time and to budget • 90 day plan is seen to be actively used to monitor capacity and delivery of work • You actively engage with your functional supervisors and the Operations Manager to ensure efficient use of staff

Accountability Area	Activities	Performance Indicators
	<p>Assist the Operations Manager with management of work assignment, ensuring staff are appropriately skilled and briefed to carry out technical work</p> <p>Provide technical sign off of projects where required</p> <p>Undertake Tier 1 and Tier 2 monitoring activities as required</p>	
<p>Supervise staff in delivering the biodiversity work plan</p>	<p>Supervise the team to ensure the effective integrated delivery of high quality conservation outputs at place by:</p> <ul style="list-style-type: none"> • Using Team Leader behaviours including monitoring and controlling safety • Planning and scheduling execution of the week's work • Conducting operating reviews with team members • Continuously improving methods • Assigning tasks and resources to team members within an agreed work programme or project • Requesting team members for work programmes or projects • Inputting into the PDP discussion (led by the Manager) for permanent staff and fixed term staff over one year, whom you supervise • Recommending reward and recognition for good performance for team members you supervise • Setting performance expectations and monitoring and assessing performance for fixed term and casual staff employed for under one year • Leading recruitment panels for fixed term staff and making recommendations to the Manager, who will make the selection decision • Recruiting short term temporary and casual staff to meet project 	<ul style="list-style-type: none"> • You effectively exhibit Team Leader behaviours • You and your team use the team process to confirm accountabilities, identify critical issues and complete all assigned tasks according to the quality and quantity components of each task assignment • You and your team are continually working on improvements to their performance and efficiency • You have systems in place to ensure effective health and safety on the ground • You and your team comply with all mandatory systems • Statutory obligations are met by regional service delivery • Accurate performance reporting occurs including MOR and output and outcome reporting as required • Your team effectively delivers high quality conservation outputs

Accountability Area	Activities	Performance Indicators
	<p>resource requirements within allocated funding level</p> <ul style="list-style-type: none"> • Checking to ensure accuracy, and supervisor approve, time records for your team each fortnight <p>Model and lead team process in developing task assignments</p> <p>Provide specialist knowledge and support on local conservation activities to the Operations Manager</p>	
Leadership	<p>Contribute to a strong safety first environment, ensuring there is a positive safety culture and consistent safety practice across all work sites</p> <p>Work to support the team culture which values:</p> <ul style="list-style-type: none"> • Safety for staff, visitors and volunteers • Continuous improvement • Team process • Partnership with iwi • Working with community, business and others <p>Identify critical issues and risks and ensure they are effectively raised and addressed</p> <p>Scan the external environment for information, trends, best practices and innovations</p> <p>Assist peers and their teams to learn effectively from experience</p>	<ul style="list-style-type: none"> • You identify opportunities to pass on knowledge and information that grows the capability of others • Your decisions are seen to achieve the appropriate outcomes and are supportable • You behave in accordance with the principles of the Standards of Integrity and Conduct • You contribute to the successful running of the team • You work with your manager to incorporate customer feedback to improve service delivery • Work plans are delivered on time, to specifications and within budget

Accountability Area	Activities	Performance Indicators
Collaboration	<p>Engage with local communities to ensure they see conservation as vital to their success and prosperity</p> <p>Build and maintain collaborative relationships internally and externally for the purpose of achieving greater conservation outcomes</p> <p>Positively represent the Department and reinforce DOC's strategy of growing conservation through partnerships with others</p> <p>Identify, design and provide opportunities for communities, non-government organisations and education providers to actively engage in conservation work</p>	<ul style="list-style-type: none"> • You willingly share ideas and resources with other individuals / teams to help make them successful • You identify where your work programmes impact others and work with your peers to manage interdependencies • Your opinion is sought by others • You work with your manager to incorporate customer feedback to improve your service delivery • You work effectively with your colleagues • You are actively involved in working with partners to grow conservation • You can tell the 'Conservation Story' at your place i.e. how the work of you and your team is contributing to the stretch goals in your District context.
Health and Safety	<p>Take all practicable steps to ensure your own safety and the safety of others in the workplace</p> <p>Provide leadership in achieving the Department's goal of developing an injury free workplace</p> <p>Lead culture change where health and safety is a key to success and the only acceptable goal is to be injury free</p> <p>Ensure staff rehabilitation reflects our commitment to the principles of early return to work</p>	<ul style="list-style-type: none"> • You are actively leading the goal of the Department becoming injury free • You are an effective health and safety leader • You ensure your managers have the skills and knowledge to effectively manage health and safety and drive culture change • You and your team are regularly reviewing health and safety performance
Work Management	<p>Complete all duties and responsibilities in accordance with your Performance and Development Plan and as outlined in the work programme</p>	<ul style="list-style-type: none"> • Your work plans are delivered and tracked and managers are aware of obstacles to achievement of

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	<p>Deliverables reflect the Department's partnership with tangata whenua and support our functions under Section 4 of the Conservation Act</p> <p>Complete administrative tasks associated with the role</p> <p>Undertake fire control or other conservation related emergency responses to meet the department's obligations when required</p>	<p>performance goals</p> <ul style="list-style-type: none"> You report progress on deliverables, financial and non-financial indicators, risks and issues to your manager You comply with the Department's Health and Safety policy and guidelines

For more detailed information about the role accountabilities refer to the Business Plan, Performance and Development Plan, and Operating Reviews of the position holder.

Capabilities

Capability Area	Competencies
Valuing the work of the role	<p>Commitment to Excellence 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>Organisation and Role Connection 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>Building and Sustaining Collaborative Relationships 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>Personal Leadership Builds trust with others; identifies and seizes opportunities to promote the work of the Department.</p> <p>Seeking Agreement 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> <p>Team Leadership Builds cohesive teams through providing clarity of purpose and role; involves the team in planning and facilitates the</p>

Capability Area	Competencies
	achievement of team goals.
Agile mind	<p>Strategic Analysis and Decision-Making Engages in thorough complex 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 conflicting, complex information; develops robust recommendations and makes timely, sound decisions</p> <p>Planning and Organising 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>Situational Awareness Keeps abreast of science, political, economic, social and commercial imperatives and trends relative to conservation; understands how business works and can use this knowledge to recognise signs in the environment and interpret them in relation to impact, opportunities and risks and responds appropriately</p>
Emotional intelligence	<p>Communication 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>Initiative/Innovation 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>Iwi, Stakeholder , Business and Community Focus 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>Personal Effectiveness 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>Self Awareness 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>Health and Safety Awareness 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>Knowledge Management Manages knowledge and information to ensure it is secure and to enable appropriate access by others in the organisation.</p> <p>Learning Agility Acquires, understands and applies new job-related information, knowledge and skills in a timely manner.</p> <p>Technical Knowledge & Skills A tertiary qualification or equivalent experience and achievements in science or natural heritage management Extensive knowledge and experience of field delivery work Experience and skills in supervising teams Specialist skills and experience within one or more of the following areas:</p> <ul style="list-style-type: none"> • marine, • freshwater, • animal pest control • weed control • management of threatened plant and animal populations, • statutory delegations, • fire support, • telecommunications support <p>Experience as technical lead of a work team Project management experience Skilled at coaching, training and supporting staff and the acquisition of technical knowledge Able to interpret GIS information and produce maps Training in ArcGIS lite is desirable A full New Zealand Drivers License</p> <p>Working with Maori 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	
Staff and managers in Operations (incl Planning & PPL), Partnerships and staff and managers in other Groups	Collaborate with managers and staff in Operations (incl the Operations Planning team and PPL), Partnerships, Shared Service teams and staff in other Groups to ensure you have positive and productive relationships and that integrated solutions are achieved.

External groups	
Local whānau, hapū and iwi Local Partners (e.g. council, local businesses and community agencies) Other Technical specialist positions in local or regional agencies General Public, neighbours and landowners Service providers and contractors	Have positive and productive relationships with external groups. Engage effectively in partnership initiatives (alongside the Partnership team) to enable value exchanges and growth in conservation

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).

APPROVED:

Name

Date
