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| <b>Vacancy number:</b>    | 400/5600                      |
| <b>Position:</b>          | Operations Manager, Takaka    |
| <b>Employment type:</b>   | Permanent                     |
| <b>Location:</b>          | Takaka                        |
| <b>Group:</b>             | Operations Group              |
| <b>Closing time/date:</b> | At 5pm on Monday, 21 May 2018 |

## Vision

New Zealand is the greatest living space on Earth | *Kāore he wāhi i tua atu i a Aotearoa, hei wahi noho i te āo*  
DOC's vision talks about New Zealand as the greatest place in which to live and the greatest environment for living creatures. The vision also reflects DOC's commitment to sustainability and working in partnership – we need to take a long-term perspective on our work and engaging others. Conservation is part of delivering environmental, social and economic sustainability.

## Our nature

*Our nature* has shaped who we are. It is central to our Kiwi way of life and our national identity, and it underpins our economy.

*Our nature* will thrive when we all engage our hearts, hands and minds to conserve our unique environment. Protecting it lies in all of our hands.

*Toitū te marae a Tāne-Mahuta, toitū te marae a Tangaroa, toitū te tangata.*

If the land is well and the sea is well, the people will thrive.

## Purpose

Conservation leadership for our nature | *Tākina te hī, Tiakina, te hā o te Āo Tūroa*

This statement describes our role in leading conservation across New Zealand. We won't be doing it all but we will lead, support and influence what is done.

'Conservation leadership for our nature' recognises conservation's contribution to New Zealand's success – environmentally, but also more broadly; culturally, socially and economically.

'Conservation leadership for our nature' recognises the passion we have for conserving nature and also the connection we have to our natural environment – how we live in it and play in it. Our nature is part of our lifestyle. It refers to who we are as New Zealanders. It's our identity.

The Te Reo translation implies that we need to take ownership and lead in the conservation space. The phrase implies a connectivity of the human heartbeat being in balance with the heartbeat of the nature and the natural world. We need to hear her, know her, and feel her, in order to understand how to best deliver in our role of providing a better future, a legacy, for those not yet born.

## Stretch goals

Working with others through whanaungatanga to inspire and deliver world-leading conservation:

- 90% of New Zealanders' lives are enriched through connection to our nature

- Whānau, hapū and iwi are able to practise their responsibilities as kaitiaki of natural and cultural resources on public conservation lands and waters
- 50% of New Zealand’s natural ecosystems are benefiting from pest management
- 50 freshwater ecosystems are restored from ‘mountains to the sea’
- A nationwide network of marine protected areas is in place, representing New Zealand’s marine ecosystems
- 90% of our threatened species across New Zealand’s ecosystems are managed to enhance their populations
- The stories of 50 historic Icon Sites are told and protected
- 50% of international holiday visitors come to New Zealand to connect with our natural places

## Growing conservation

New Zealand’s natural environment underpins our lives and lifestyles. It is unique in the world and treasured by New Zealanders, but it is also fundamental to our prosperity.

Our economy, health and wellbeing, leisure pursuits and national identity all depend on our natural environment. We depend on natural resources like clean water, fertile soils and healthy ocean fisheries; we also depend on the natural services nature provides like protection from flooding and erosion.

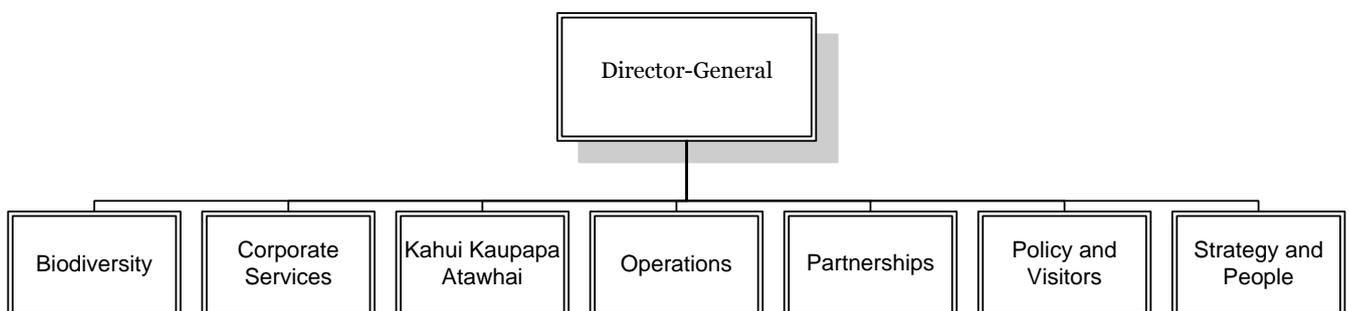
As New Zealanders our cultural identity is also closely tied to our natural environment. It is part of what makes us who we are.

Given its huge economic, social and cultural importance, we can’t afford to take our environment for granted. Every New Zealander has a stake in nature and has a role to play in protecting it.

Despite our investments in conservation, our natural environment and ecosystems are facing huge challenges. We have more than 2,000 threatened species and many of our special natural places, including our waterways, are under threat.

DOC is working with communities, businesses, iwi and others around New Zealand and achieving some great conservation results. But we are not doing enough to stop the decline in native species and ecosystems. To really make a difference we all need to play our part.

## About the Group



The Operations Group is organised into nine regions across New Zealand. [Map of operations regions \(PNG, 49K\)](#)

Each region is led by an Operations Director based in Whangarei, Auckland, Hamilton, Taupo, Palmerston North, Christchurch, Nelson, Hokitika and Invercargill.

The group looks after everything DOC manages locally including:

- pest control and threatened species management
- recreation work, i.e. tracks, camps and reserves
- visitor centres
- commercial opportunities and wildlife and collection permits
- Resource Management Act, statutory land management and management planning
- local community engagement including community conservation, education, events and media
- strategic iwi relationships including Treaty settlements.

The Operations Group also includes planning, permissions and land teams, engineers, Pou Tairangahau, fire and compliance work.

Read more about our leadership roles and business groups here: <http://www.doc.govt.nz/about-us/our-structure/business-groups/>

## About the Nelson Marlborough Team

The role reports to the Director of Operations and is a key member of the Regional Management Team (RMT). That team is accountable for the delivery of conservation outcomes, iwi and key stakeholder relationships and community conservation initiatives within the region. The team supports the Director Operations to contribute to the delivery of the departments stretch goals and develop the regional conservation story and multi-year business plan.

The team is comprised of 11 team members in total led by the Director and includes six Operations Managers, a Statutory Manager, a Business Accountant, a Regional Planning Manager, a Pou Tairangahau and an Improvement Manager. This team along with the Director Partnerships and the Administration Manager supports and works collaboratively with the Director to lead teams to deliver the very best conservation outcomes across the Northern South Island.

## Location

The Takaka Operations District covers the area between the Kahurangi Point in the west, Farewell Spit and Awaroa Inlet in the south east. This includes part of the Abel Tasman and Kahurangi National Parks.

The Takaka district contains many scenic and historic walks, a great walk, and mountain biking tracks in the front country landscape and a large network of back country tramping opportunities and associated facilities. The Department also manages a commercial campground at Totaranui. The main town is Takaka with various small settlements which make up the fabric and uniqueness of Golden Bay/Mohua.

## The Role

The Operations Manager will provide strong leadership to the Takaka Operations team of 20 permanent staff members and to a number of non-permanent staff members who are employed on fixed and casual term employment particularly during the busy summer months. The Operations Manager is responsible for establishing the culture that will demonstrate strong operational planning to schedule and deliver the Biodiversity, Recreation, Historic, and Community work programmes for the district. The role also requires a strong, active and co-operative working relationship with iwi, whanua and hapu.

The Team consists of:

- 3 x Senior Rangers (2 of whom is a Senior Ranger/Supervisor) who support the Operations Manager in planning and scheduling delivery of conservation outputs at place.
- 6 x Supervisors who work closely with the Manager and the Senior Ranger to deliver the work programme with the team they are supervising.
- 14 x Rangers who deliver the Biodiversity, Visitor, Historic, Community and Statutory work as described in relevant work plans.

All members of the team are committed to a strong Health and Safety culture.

Further information on the work carried out within this district can be found on the DOC website – <http://www.doc.govt.nz/parks-and-recreation/places-to-go/nelson-tasman/> and <http://www.doc.govt.nz/parks-and-recreation/places-to-go/marlborough/>.

## The Operations Manager:

- Establishes and leads the work culture for the district.
- Provides support to the Director Operations to assist in ensuring the success of the region;
- Works within the Regional Management Team (RMT) to help improve the efficiency of RMT by building the RMT agenda, to make the most of the time available, helping keep the strategic focus.

## Key Tasks:

- Provide leadership in achieving the department's goal in being an injury free workplace.
- To embed a strong health and safety culture with strong operating excellence, leadership and relationship goals.
- Will build the district's multi-year work plan and priorities that contribute to positive conservation outcomes for the region.

## Applicant Profile

- Sets the standard for collaborative working relationships with others including partners and sponsors.
- Will lead and establish a team of competent and committed Rangers.
- Demonstrates a sound understanding of conservation management strategic and tactical thinking and planning.
- Holds a relevant tertiary qualification and/or equivalent experience in management.
- A commitment to working in a quality system framework related to the implementation of planning, monitoring, review, reporting, improvement and the ability to think strategically and tactically with well-developed judgement.
- Well demonstrated skills and experience in effective communication and relationship building with stakeholders, community, and individuals.
- A high standard of written and verbal communication. Comfortable public speaker at community events and with media.
- Sensitivity to Maori culture and the Department's responsibilities to the principals of the Treaty of Waitangi, under section 4 of the Conservation Act.
- Operates in environments where Tikanga and Te Reo are often used.
- Ability to work under pressure with minimal supervision and to meet deadlines.

- Flexibility to work the hours required of the position.
- Ability to manage emergency situations such as whale stranding events.

## Pre-Employment Background Checks

Should you be the successful applicant for a position, you may be required to undertake a range of pre-employment background checks. The level of background checks required will depend on the level and type of position you are appointed to and could include the following:

- Reference checks
- Qualification check
- Credit history
- Pre-employment drug testing
- Criminal conviction history
- Police vetting
- Security clearance

Prior to employment you will also be asked to read and agree to comply with the Use of DOC Technology Standard Operating Procedure (SOP) and read a copy of the Standards of Integrity and Conduct, which sets out the behaviour expected of everyone who wants to work for the Department.

## Job Application Tips

Please ensure your CV provides evidence of your competence in the five capability areas relevant to the position and detailed in the role description. Note, you may use examples gained through community, family or unpaid work to demonstrate your capability.

For further information please visit our Careers Centre: <http://www.doc.govt.nz/careers/preparing-yourself/job-application-tips/>