

Position details	
Position Title	Kaitohu Matua, Treaty Partner Relationships
Manager's Title	Operations Manager
Manager Once Removed	Director, Operations Central North Island
Unit/Group	Whanganui District ; Whakatane District Central North Island Region; Operations Group
Position Number and Location	400/390008 (Whakapapa/Ohakune); 400/3890 (Whanganui);
Salary Band	E
Date	November 2020
Line/Service/Support	Line

### Our purpose

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

Our vision, shared with others, 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.

Our purpose is to work with others to increase the value of conservation for New Zealanders. Kia piki te oranga o Te Ao Tūroa, i roto i te ngātahitanga, ki Aotearoa.

We provide conservation services and leadership to protect and enhance New Zealand's natural and historic heritage. We contribute to New Zealand's economic, social and cultural success. We enhance wellbeing of New Zealanders and international visitors, by encouraging and enabling people to connect and contribute to New Zealand's nature and heritage.

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

### Our values

*The way we work is guided by four common values*

**Kaitiakitanga** is guardianship over natural resources and the natural environment: Te Ao Tūroa – the natural world. As kaitiaki, the guardians are responsible for protecting resources for future generations.

**Whanaungatanga** is about building strong relationships, with Treaty partners and all our partners – through shared experiences and cooperation.

**Sustainability** is more than minimising our environmental impact, it is also about nurturing our people and building enduring and trusting relationships. It is about ensuring we deliver on our goals and responsibilities now and in the future.

**Safety, diversity and wellbeing**, we're committed to a culturally diverse environment that represents our communities. We understand diversity brings new perspectives and a wider understanding, which helps make our work more effective. We also recognise nature's contribution to the health and wellbeing of New Zealanders, and what this means for you as a member of the DOC whānau. We strive for a culture of care. Our goal is an injury-free workplace where accidents are rare, and where every employee, every volunteer and every visitor returns home safely.

## The DOC way of working

DOC *Te Papa Atawhai* has an established way of working - the DOC Trilogy - which helps everyone understand their role and what is expected of them. The trilogy ensures that one person is accountable for decision-making, everyone has input into their decisions, and leaders take responsibility for their teams:

*Single Point Accountability* – one person is accountable for decisions;

*Team Process* – DOC's decision making tool that ensures every team member can contribute to decisions affecting them;

*Leader-led* – our leaders are accountable for their people. They lead the way in communications, well-being, development and performance.

## Role context

The Department of Conservation has multiple Iwi partners and groupings, with several Treaty Settlements to date and others pending.

DOC is bound by Section 4 of the Conservation Act 1987 which requires DOC to give effect to the principles of the Treaty of Waitangi and deed of settlement protocols prescribed by Treaty Settlement legislation.

DOC is focussed on strengthening these partnerships and building local Iwi Treaty Partnerships Strategies. This includes ensuring all legislative and partnership requirements are fulfilled and identifying co-management and partnership opportunities for conservation outcomes.

The strategic design ensures inclusion of long term aspirations of whānau, Hapū, Iwi and builds on programmes across our Biodiversity, Recreation and Community functions.

## Role purpose

To lead the development and implementation of a District Treaty Partner Strategy and ongoing work programme to fulfil Treaty Obligations under the Conservation Act.

## Key accountabilities and deliverables

Responsibilities of this position are expected to change over time as DOC responds to changing needs. The incumbent will need the flexibility to adapt and develop as the environment evolves. This includes performing any other reasonable duties as required.

Accountability areas	Activities	Performance indicators
Treaty Partner Strategy and Work Plan	<p>Develop and regularly update the Treaty Partner strategy for the District</p> <p>Identify gaps in Treaty settlement implementation obligations across the District</p> <p>Work with the Operations District Leadership Team team to plan for and remedy the gaps</p> <p>Scope work arising from new Treaty settlements, and work with the</p>	<p>Your strategy design process is inclusive, and the strategy works well for Treaty partners and DOC</p> <p>Your work reflects DOC's partnership with tangata whenua and support our functions under Section 4 of the Conservation Act</p>

Accountability areas	Activities	Performance indicators
	<p>management team to operationalise conservation and commercial opportunities for Iwi</p> <p>Coordinate legal input to interpret settlement documents and ensure the implementation plan fulfils the intent of the settlement</p> <p>Facilitate coordination of annual business planning meetings with Treaty partners</p> <p>Scope, plan, manage and deliver specific agreed initiatives</p>	<p>and obligations outlined in protocols for Treaty Settlements</p> <p>You work closely with Treaty Rangers and other Operations staff especially where settlements overlap to ensure a joined-up approach</p> <p>Increased participation by iwi in shared conservation projects and outcomes</p>
Iwi and Operations Relationships	<p>Support relevant managers, Director, and other staff with the strategic collaboration meetings with our Treaty partners</p> <p>Increase Iwi participation to achieve shared conservation aspirations and outcomes</p> <p>Support coordination of regular meetings with Treaty partners to develop, review and amend implementation of relevant agreements, charters and protocols</p> <p>Support opportunities for whānau, hapū and iwi to build their internal capabilities to practise their responsibilities as kaitiaki</p> <p>Support the Pou to develop a regional framework to identify and implement DOC's obligations to Post Settlement Governance Entities (PSGEs)</p>	<p>You are trusted and valued by Treaty partners and DOC Operations teams</p> <p>You are seen to provide leadership in whānau, hapū, iwi relationships</p> <p>You work collaboratively with whānau, hapū, iwi for the Department across the region</p>
Knowledge Management	<p>Understand and collate key information regarding settlements and pending settlements, rights, interests and priorities and aspirations</p> <p>Keep up to date with the iwi landscape to ensure this information is shared amongst the Operations group.</p> <p>Assist Operations staff in the management of information and</p>	<p>The Settlement Database meets agreed standards</p> <p>You draw on information from DOC staff</p> <p>You store information in a manner that enables and promotes appropriate access and use by others</p>

Accountability areas	Activities	Performance indicators
	correlation for all settlements, and associated obligations.	Your information is detailed and accurate
Te Reo and Mātauranga Māori Support	Identify needs and support development of cultural capability for Operations staff Provide cultural support for Rangers' meetings with whānau, hapū and iwi Provide coaching in Te Reo, tikanga and Mātauranga Māori for District managers to support iwi engagement	Your support for Operations staff meets their needs, which includes building awareness and knowledge of Tikanga and Te Reo within the internal staff team
Tasks assigned by Operations Manager	Undertake specific tasks as directed by the Operations Manager Prepare and manage agreements assigned by the Operations Manager to support delivery of the work Prepare task assignments as requested in support of the Operations Manager Ensure Treaty Partner input to statutory authorisation processes for permissions on conservation land Contribute to local and national networks, programmes and initiatives Manage specific relationships as assigned by the Operations Manager Coordinate and participate in emergency responses	Your tasks are completed to required standards
Safety and Wellbeing	Contribute to DOC's Health and Safety systems and practices, including Job Safety Analysis Contribute to a strong safety culture and achieving DOC's goal of developing an injury free workplace Take all practical steps to ensure your own safety and the safety of others in the workplace Take into account conditions that affect own and others' health and safety Take a proactive approach to managing your own and others' wellbeing	You comply with the Department's Health and Safety policy and guidelines
DOC and Team Contribution	Display good team member behaviours	You behave in accordance with the

Accountability areas	Activities	Performance indicators
	<p>Contribute to an inclusive, trusting and respectful team environment</p> <p>Work with your manager to deliver against organisational priorities, and to further the objectives of the team and district</p> <p>Use team process effectively</p> <p>Behave in a way that aligns with DOC's values</p> <p>Abide by DOC's standard operating procedures</p> <p>Work collaboratively with other teams across DOC and contribute effectively to cross-functional teams</p>	<p>Standards of Integrity and Conduct</p> <p>You can tell the 'Conservation Story' at your place i.e. how your work is contributing to the stretch goals</p> <p>You are seen as a team player</p> <p>You have effective relationships across DOC</p>
Work Management and Delivery	<p>Deliver on tasks as set out in work plans, annual expectations, task assignments and MORs</p> <p>Identify critical issues and risks and ensure they are constructively raised and addressed</p> <p>Manage knowledge and information to ensure it is secure, current and appropriate access protocols are applied</p>	<p>Work plans are delivered on time, to specifications and within budget</p> <p>Managers are aware of obstacles to achievement of performance goals</p> <p>You adhere to DOC's information management protocols</p>
Stakeholder and Customer Engagement	<p>Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations</p> <p>Have effective relationships with and work collaboratively alongside DOC's Treaty Partner</p> <p>Represent DOC and coordinate cross-agency initiatives within own area of responsibility</p>	<p>Your opinion is sought by others</p> <p>You receive positive feedback from customers and stakeholders</p>

### Capabilities

Thinking strategically: Sees the bigger picture; keeps abreast of trends; and aligns work with DOC's vision and strategy

Communication and influence: Communicates in a clear and engaging manner and gets others on board

Enhancing organisational performance: Identifies and suggests opportunities to do things differently

**Building relationships:** Works cooperatively and collaboratively with others across DOC; builds relationships with external stakeholders and partners; and works effectively with local whānau, hapū and iwi

**Political savvy:** Shows political awareness

**Developing others:** Shares learnings and experiences with others

**Managing work priorities:** Plans and organises work to deliver on objectives

**Commitment to excellence:** Sets high personal and professional standards, and shows a high concern for accuracy

**Demonstrating understanding of the Treaty of Waitangi:** Demonstrates an understanding of the implications of the Treaty on today's society and conservation

**Demonstrating understanding of Māori Tikanga and protocols:** Demonstrates comfort engaging and working in partnership with iwi and tangata whenua

**Situational awareness:** Displays knowledge and awareness of situations; identifies relevant context to develop robust recommendations and make sound decisions

**Honesty and courage:** Displays integrity and a willingness to speak up

**Resilience:** Displays composure and a sense of perspective when the going gets tough

**Curiosity:** Displays openness to different perspectives

**Engaging others:** Connects with others, builds trust and listens

**Achieving ambitious goals:** Is committed to delivering on objectives

**Self-awareness and agility:** Understands self and adapts to change; is development focused

### Specialist skills and experience

- Good knowledge of Tikanga and Te Ao Māori
- Ability to read, write and converse in Te Reo Māori
- Skills in developing strategy and work plans
- Experience interpreting legislation
- Sound knowledge of Treaty settlement processes and specific settlements in the area
- Ability to navigate and balance differing perspectives while maintaining alignment with DOC goals
- Excellent written and oral communication skills for complex information in a clear and concise manner
- Proven negotiating and influencing skills
- Specialist skills and experience in building and maintaining Iwi relationships, board relationship management and statutory services
- Skilled in coaching and building the capability of others in Te Reo and Mātauranga Māori



## Relationships

### External

- Local whānau, hapū, iwi
- Post Settlement Governance Entities
- Iwi commercial business entities
- Local business associations and membership organisations
- Local community groups, associations

### Internal

- Peers and colleagues
- DOC Legal Services
- Operations staff and Managers
- Staff and managers within other groups in DOC

## Authorities

You are required to comply with the standard operating procedures of DOC. 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).