



Vacancy number:	400/5060
Position:	Improvement Manager
Location:	Nelson
Group:	Operations Group
Salary:	Expected appointment range \$81,000 - \$95,000
Closing time/date:	5pm, Monday, 3 April 2017

## 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

*Our nature - conservation leadership for what makes us New Zealand.*

*Tō tātou ao tūroa – aratakina ko te taiao, ko Aotearoa tēnei.*

Our purpose states why DOC exists and what we are here to do. The focus of DOC's purpose is our leadership role as guardians of 'our nature' – that is, the natural environment and historic/cultural heritage that make New Zealand unique, and which underpin our national identity, economy and lifestyles.

## Stretch goals

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

1. 90% of New Zealanders' lives are enriched through connection to our nature.
2. Whānau, hapū and iwi are able to practise their responsibilities as kaitiaki of natural and cultural resources on public conservation lands and waters.
3. 50% of New Zealand's natural ecosystems are benefiting from pest management.
4. 50 freshwater ecosystems are restored from 'mountains to the sea'.
5. A nationwide network of marine protected areas is in place, representing New Zealand's marine ecosystems.
6. The stories of 50 historic Icon Sites are told and protected.
7. 50% of international holiday visitors come to New Zealand to connect with our natural places.
8. 90% of our threatened species across New Zealand's ecosystems are managed to enhance their populations.

## 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.

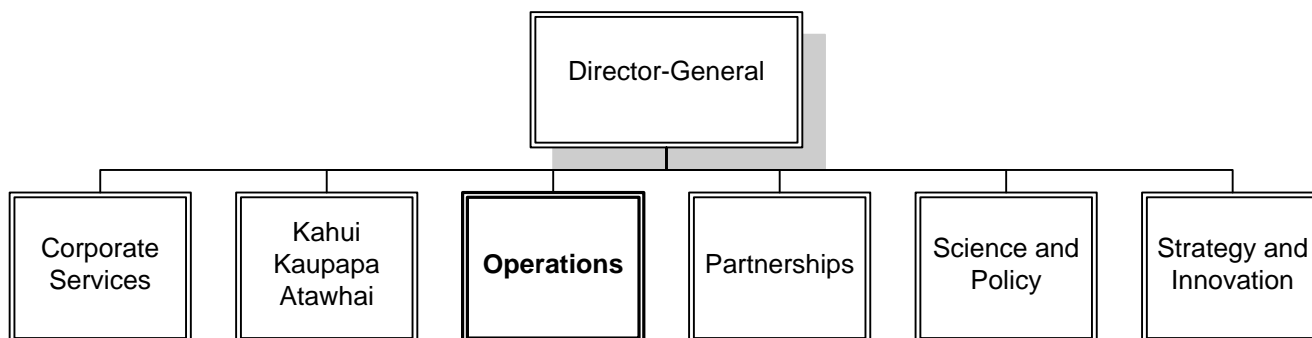
As New Zealanders our cultural identity is also closely tied to our natural environment. It is part of what makes us who we are.

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



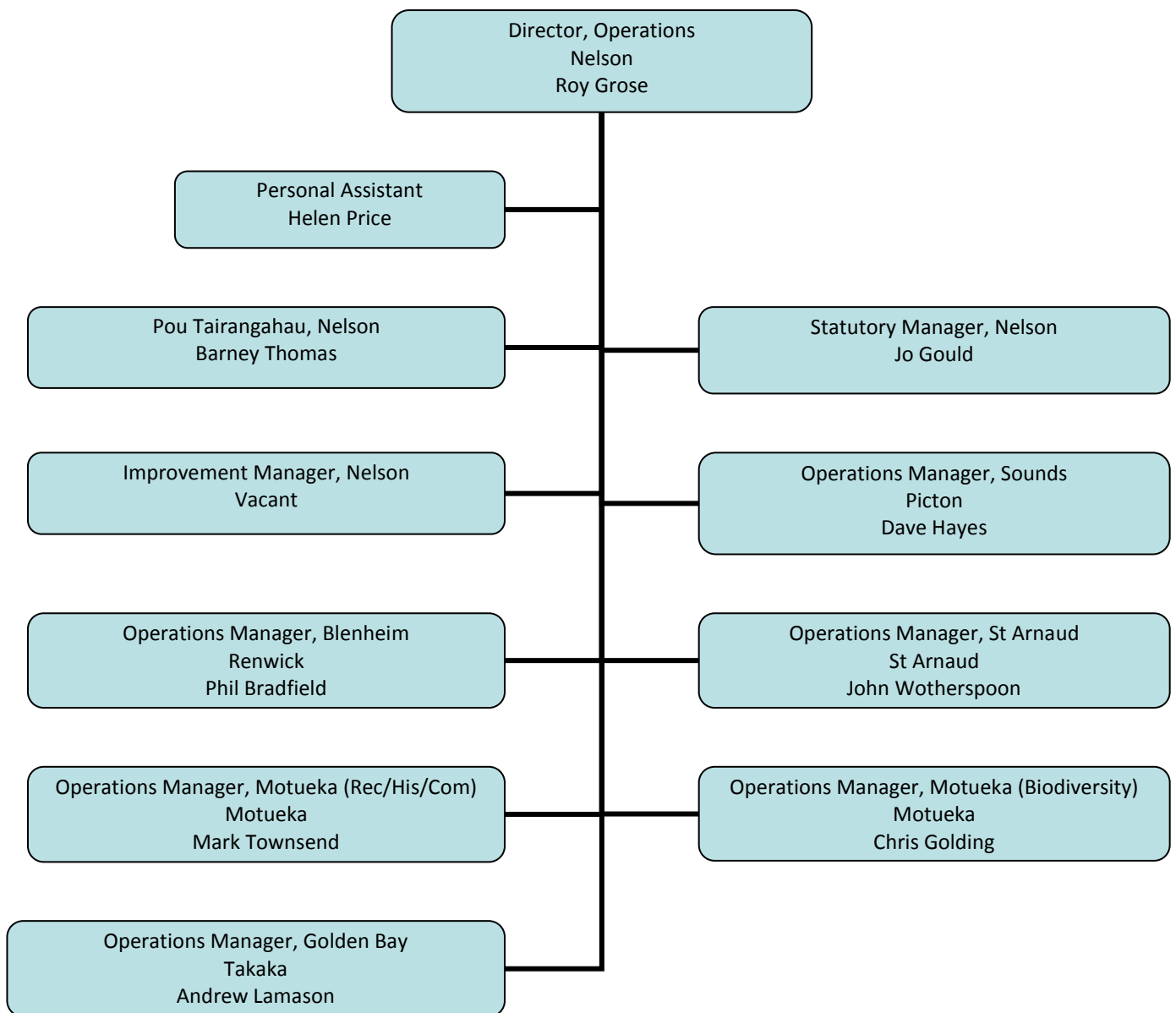
The Operations Group is responsible for delivering conservation work on the ground through our biodiversity, recreation/historic, community engagement and visitor centre teams.

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

## About the Northern South Island Team

The role reports to the Director of Operations and is a key member of the Regional Management Team. That team is accountable for the delivery of conservation outcomes, iwi and key stakeholder relationships and community conservation initiatives within the region. The position will support the Director Operations to contribute to the delivery of the Department’s stretch goals and develop the regional conservation story and multi-year business plan.

The team has 13 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, Administration Manager and the Improvement Manager role. This team supports the Director to lead teams to deliver conservation outcomes across the Northern South Island.



## Location

Based in Nelson the role works across the entire Northern South Island Region which covers Nelson and Marlborough, approximately 3.8 million hectares of land in the northern South Island, north of Kahurangi Point on the west coast to north of the Conway River on the east coast. Public conservation land makes up almost 2.3 million hectares of land within the Region. The region includes all or part of three National Parks, Mount Richmond Forest Park and five marine reserves.

The region manages a range of threatened plants and animals, including several endemics, and actively controls pests across the region. The region also has many historic icons and actively managed historic sites. There are two thousand kilometres of track, one thousand structures and 160 huts which offer a range of recreational experience from front-country to remote wilderness. The region is a significant provider of opportunities to business, to both international and domestic visitors, and is a complex region with plenty of challenges.

## The Role

- Provides support to the Director – Operations to assist in ensuring the success of the region.
- Keeps regular contact with the Director to relieve some of the work pressures by leading/progressing some of the Director assigned work.
- Works closely with the Regional Management Team (RMT) to help improve the efficiency through collaboration with others to achieve improvement.
- Provides strategic high level thinking which will help RMT achieve the 2025 broader stretch goals.
- Has plenty of scope for variety and working with staff across a broad range of work relating to Strategies, Systems, Delivery and Relationships.
- Works with RMT and the regional functional groups to facilitate the building of a clear picture of the business going forward; and will also facilitate a multi-year business plan for the region that delivers on the 'Stretch Goals' at our places.
- Has responsibilities across the entire region with a focus on working with the leadership team to identify opportunities for improvements, to increase the effectiveness and efficiency of the delivery of the conservation programmes of work the region is undertaking and provides assurance that any agreed changes are maintained.
- Includes sharing best practices and business within the region and across other regions.
- The role has a regional and national focus and the network of Improvement Managers is an important source of information and working collegially within this group is essential to being effective in the role. Be prepared to assist with National improvements projects as/when required.
- To be successful you need strong relationship skills and the ability to work with a range of people and facilitate good planning processes
- You will be looking at how to improve business systems or how to improve the effectiveness of an operational programme of work.
- The appeal of this role is being able to consider almost any and every element of work the Department undertakes and the challenge is to balance the range of topics on the go at any one time.

If you enjoy a wide-ranging job working as part of a leadership team to deliver great conservation outcomes, then you will get all of this and more within the Improvement Manager role.

## **Key Tasks**

- Look for internal improvements to systems and practices including business systems.
- Provide leadership in achieving the departments goal in being an injury free workplace.
- Embed the health and safety operating excellence, leadership, and relationships including a high level strategic thinking and overview to achieve these goals
- To support and facilitate functional groups to develop a four year plan to deliver on priorities.
- Identify and support best practices across the Region. Propose solutions for regional issues and make recommendations to RMT.
- Support Operations Managers to effectively deliver their work plans and priorities.
- Provide leadership in Risk Management.
- Provide quality assurance on behalf of the Director.

## **Applicant Profile**

- A sound understanding of Conservation Management Strategic and Tactical thinking and planning.
- A relevant tertiary qualification and or extensive experience and skills in planning.
- 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 including department staff.
- A high standard of written and verbal communication.
- Ability to work independently.
- Sound knowledge of Microsoft Word, Excel and Outlook.
- Sensitivity to and sound knowledge of Maori culture and the Department's responsibilities to the principals of the Treaty of Waitangi, under Section 4 of the Conservation Act.
- Ability to work under pressure with minimal supervision and to meet deadline.
- Flexibility to work the hours required of the position

## **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/>