



Position details	
Position Title	Sentinel A Nuku Training Programme Manager
Manager's Title	Kaihautū - Ngā Whenua Rahui
Manager Once Removed	Deputy Director-General, Kahui Kaupapa Atawhai
Group	Kahui Kaupapa Atawhai (KKA)
Position Number and Location	TEMP 200/2200/3 (Central North Island)
Duration of Temporary Fixed Term	24 months
Tier	Tier 4
Date	September 2021
Line/Service/Support	Support

Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia 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.

Te Kaupapa a Te Papa Atawhai

At Te Papa Atawhai, we express our spirit of service and serve Aotearoa through our purpose, *Papatūānuku Thrives*. This organisational strategy, Te Kaupapa a Te Papa Atawhai, puts nature and people at the heart of everything we do. Te Kaupapa is anchored by te reo Māori and te ao Māori, recognising that Te Tiriti o Waitangi and our relationship with our whānau, hapū and iwi are central to all our work.

Project context

Ngā Whenua Rāhui (NWR) is an entity within the Department of Conservation. Its purpose is to provide significant support for Māori landowners, to protect the natural integrity of Whenua Māori and to preserve Mātauranga Māori, so that the values, stories and history associated with the natural taonga are not lost. NWR's support encompasses pest control programmes, monitoring and operational support, to help achieve better outcomes for water quality, forest and wetland health and taonga species.

Sentinel A Nuku is a programme sustained out of NWR, to support the preparation of the next generation of environment and conservation managers and technical experts. The concept and philosophy reflects the best of both worlds; Te Ao Pakeha and Te Ao Maori.

It is an initiative to provide workplace training, educational opportunities, practical skills and personal development in the management of te taiao. Tikanga Maori of each Taura's iwi will be important. Te Tuapapa Ahurea is a cultural framework developed for Nga Whenua Rahui to promote

cultural practices and principles to enhance indigenous biodiversity, and will be another guide for the programme and the Taura.

The programme covers the range of environmental work that occurs across Aotearoa/New Zealand with a strong focus on the indigenous biodiversity environment.

Young people will participate in the two year programme as fixed term employees with a view to transitioning to a career path and full-time employment in conservation and environmental work. Each taura (student) will be a team member within the programme contributing effectively to a range of work opportunities and projects in conservation and environmental work. The training programme will include technical statutory and technical field skills across the spectrum of environmental and conservation work.

The focus is to improve employment opportunities within regions and develop a career pathway to senior positions within Iwi entities, local and national government agencies and private businesses. The expectation is that this scheme will provide staff for environmental work in Aotearoa/New Zealand into the foreseeable future.

This role is underpinned by the wider Department's commitment to give effect to the principles of the Treaty of Waitangi and to support iwi/ hapū/ whānau in their practice of Kaitiakitanga.

Role purpose

To lead, develop and manage the Sentinel A Nuku training programme.

Reason for temporary fixed term

This is a new programme being developed and established by DOC *Te Papa Atawhai*. Development and establishment activities are expected to be completed within this fixed term. There can be no expectation of employment beyond this fixed term.

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
People Leadership	<p>Model exemplary management and leadership behaviours</p> <p>Inspire, motivate and encourage your team to deliver on the Department's outcomes</p> <p>Model and reinforce the Department's way of working (single point accountability, team process and leader-led) across your team/district</p> <p>Set annual expectations and manage and monitor performance through the Department's people management system including Monthly Operating Reviews (MORs) and other performance indicators</p> <p>Support the learning and development of your team (individually and collectively) by ensuring every team member has an up-to date Development Plan and receives regular feedback</p> <p>Appropriately delegate and assign tasks and projects</p>



Accountability areas	Activities
	<p>Foster an open, collaborative, inclusive workplace culture and take action to create and support a diverse workforce</p> <p>Manage the performance of our own team in a way that inspires trust, respect and continuous improvement in performance</p> <p>Have a plan that ensure the right capability for the team including succession, recruitment, and development opportunities</p>
<p>Lead and manage the Sentinel A Nuku programme</p>	<p>Establish and develop deep relationships with the Whānau/Hapū/Iwi community to help identify the critical issues, needs and aspirations of their young people and ensure Sentinel A Nuku achieves its purpose</p> <p>Manage the design of the curriculum for the Sentinel A Nuku Programme ensuring design, testing and quality assurance through Te Papa Atawhai’s learning design and evaluation frameworks</p> <p>Lead analysis of current versus desired capability for Tauria and identification of the learning interventions required</p> <p>Manage the design of the Sentinel A Nuku Programme systems and processes</p> <p>Engage with the Capability Development team to establish, develop and sustain key relationships with partners and providers, including education providers, to ensure the programme is successful</p> <p>Establish and manage contracts with education and training providers in consultation with the Capability Development Manager</p> <p>Establish relationships with key Te Papa Atawhai/DOC, Territorial Authority and Iwi entity staff to support the overall development and delivery of training content and supporting materials</p> <p>Work closely with Communications to lift exposure of the programme, both internally and externally, to drive interest and support</p> <p>Establish and deliver reporting as required, ensuring funder requirements are met</p>
<p>Ongoing programme and participant support</p>	<p>Lead the recruitment and selection processes for participants in the programme</p> <p>Ensure the provision of a customised development programme for each Tauria</p> <p>Ensure the provision of appropriate pastoral support for participants, including their Health, Safety and Wellbeing</p> <p>Ensure the development of learning pathways and identification of potential career pathways for ongoing employment for the Tauria</p> <p>Foster relationships with the iwi of the Tauria to support the Tauria through the Sentinel A Nuku programme</p> <p>Assess and evaluate transfer of learning</p> <p>Oversee the analysis of evaluation data and feedback as part of a continuous improvement approach in the programme</p>

Accountability areas	Activities
	Identify critical issues and work closely with Director Ngā Whenua Rahui to resolve them
Safety and Wellbeing	<p>Lead Safety and Wellbeing systems and practices across your team, including Job Safety Analysis and Management by Walk About (MBWA)</p> <p>Actively manage and support the wellbeing of your team</p> <p>Provide leadership in achieving DOC's goal of developing an injury free workplace</p> <p>Lead culture change where safety and wellbeing is a key to success and the only acceptable goal is to be injury free</p> <p>Take all practical steps to ensure your own safety and the safety of others in the workplace</p> <p>Ensure staff rehabilitation reflects our commitment to the principles of early return to work</p>
Whānau, hapū, iwi	<p>Maintain close knowledge of whānau, hapū, iwi where you work ("at place")</p> <p>Engage in strong productive relationships in partnership with whānau, hapū, iwi to align conservation goals with the principles of the Treaty of Waitangi</p> <p>Ensure statutory obligations arising from section 4 of the Conservation Act and from Treaty settlements are met</p> <p>Demonstrate cultural capability and ensure leader led behaviour through the use and promotion of te reo and tikanga</p>
DOC and Team Contribution	<p>Display good team member behaviours</p> <p>Contribute to an inclusive, trusting and respectful team environment</p> <p>Use team process effectively</p> <p>Behave in a way that aligns with Te Papa Atawhai/DOC's values</p> <p>Abide by Te Papa Atawhai/DOC's standard operating procedures</p> <p>Work collaboratively with other teams across DOC and contribute effectively to cross-functional teams</p> <p>Work alongside your peers and Director to support an engaged Unit</p> <p>Behave in accordance with the Standards of Integrity and Conduct</p>
Stakeholder/Customer Engagement	<p>Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations</p> <p>Lead the representation and co-ordination of cross-agency initiatives within own area of responsibility</p> <p>Work with other Business Groups and Units to ensure a consistent and collaborative approach to stakeholder engagement</p>
Management and Delivery	<p>Manage work effectively by:</p> <ul style="list-style-type: none"> • Planning, monitoring and reporting on work • Managing resources and processes effectively

Accountability areas	Activities
	<ul style="list-style-type: none"> Managing programme budget

Capabilities

Leading strategically: Embeds, implements and engages others in the unit or region's vision and strategy; and thinks and acts strategically

Leading with influence: Communicates clearly and with impact, and inspires, motivates and influences others

Enhancing organisational performance: Drives system and process improvements and supports innovation within the team

Enhancing system performance: Builds strong relationships across DOC and builds key relationships and makes connections with external stakeholders and partners to achieve conservation outcomes
Builds effective relationships with local whānau, hapū and iwi and/or contributes to DOC's wider relationship with Māori

Leading at the political interface: Supports resolution of political issues and demonstrates political savvy

Enhancing people performance: Sets clear expectations for staff, reinforces, rewards and celebrates high performance, and addresses issues promptly

Developing diverse talent: Effectively coaches, gives feedback and takes a purposeful approach to building staff and team capability

Enhancing team performance: Builds a cohesive and high performing team and a high functioning and inclusive team culture

Achieving through others: Delegates appropriately and sufficiently, and maintains the right level of oversight of work

Managing work priorities: Plans, prioritises and organises work to deliver on short and long-term objectives

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

Exercising judgement: Displays judgement in applying knowledge of the situation and relevant context to make sound and unbiased decisions

Honesty and courage: Displays integrity, courage, and decisiveness

Resilience: Displays composure and a sense of perspective when the going gets tough; adopts habits to maintain personal balance and wellbeing

Curiosity: Displays openness to different perspectives

Engaging others: Connects with others, builds trust and listens

Self-awareness and agility: Displays self-awareness, is development focused, reflects on and adapts approach in changing circumstances

Achieving ambitious goals: Is accountable and committed to achieving ambitious outcomes



Specialist skills and experience

- Ability to engage effectively with young adults
- Demonstrated commitment to the identification, training and development of people in their careers
- Working knowledge of the tertiary education system and qualifications framework in Aotearoa
- Experience in developing and implementing a successful learning programme
- Experience in managing contracts with third party providers
- Experience working with businesses, government departments, local authorities and iwi to achieve a common vision
- Proven skill in development, communication, promotion and management of new initiatives
- Excellent written and oral communication skills
- Highly skilled in developing and maintaining productive relationships
- Fluency in Te Reo Māori me ōna tikanga a strong advantage

Relationships

External

- Local whānau, hapū, iwi, and their commercial business entities
- Local business associations and membership organisations, community groups, government agencies, local authorities
- NZ Qualifications Authority
- Local political representatives

Internal

- All groups across Te Papa Atawhai, but particularly NWR, Biodiversity and Operations
- Communications
- Capability Development team

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).

APPROVED:

Name:

Date:
