

| Position details | |
|-----------------------|---|
| Position Title | National SLM Advisor |
| Manager's Title | Statutory Land Management (SLM) Manager |
| Directorate and Group | Office of Regulatory Services; Policy and Regulatory Services |
| Salary Band | F Band |
| Date | March 2019 |
| Approved by | Director, Office of Regulatory Services |

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 Planning, Permissions and Land Unit sits within the wider Operations Business Group. The Unit provides support and advice on the Department of Conservation's statutory functions and has teams based in Hamilton, Wellington, Hokitika, Christchurch and Dunedin.

National Advisors support their respective managers and people in their functional teams.

Role purpose

To ensure the quality design of nationally consistent systems and processes relating to statutory land management.

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 |
|-----------------------------|--|---|
| National Support and Advice | <p>To contribute to the establishment of priorities for SLM work and the implementation / achievement of those priorities</p> <p>Ensure a consistent national approach to SLM processes and systems including monitoring of SLM outcomes.</p> <p>Advise on prioritisation of and allocation of SLM effort.</p> <p>Manage the Land Acquisition Fund</p> <p>Input into policy processes in relation to land, including Treaty settlements.</p> | <p>The advice and expert assessments are comprehensive, consistent and in accordance with recognised standards of integrity and professional competence</p> <p>Feedback from key customers notes service and support is to agreed standards</p> |

| | | |
|------------------------------|--|--|
| | Coach and develop others in your area of speciality. | Training needs identified and high quality training provided |
| Safety and Wellbeing | <p>Contribute to DOC's Health and Safety systems and practices, including Job Safety Analysis</p> <p>Contribute to a strong safety culture and achieving DOC's goal of developing an injury free workplace</p> <p>Take all practical steps to ensure your own safety and the safety of others in the workplace</p> <p>Take into account conditions that affect own and others' health and safety</p> <p>Take a proactive approach to managing your own and others' wellbeing</p> | You comply with the Department's Health and Safety policy and guidelines |
| Treaty Partner Engagement | Have effective relationships with and work collaboratively alongside DOC's Treaty Partner | You receive positive feedback from DOC's Treaty Partner |
| DOC and Team Contribution | <p>Display good team member behaviours</p> <p>Contribute to an inclusive, trusting and respectful team environment</p> <p>Work with your supervisor/manager to deliver against organisational priorities, and to further the objectives of the team/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>You behave in accordance with the 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 effectively raised and addressed</p> <p>Manage knowledge and information to ensure it is secure and to enable</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> |

| | | |
|---------------------------------|---|---|
| | appropriate access by others in the organisation | |
| Stakeholder/Customer Engagement | Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations Represent DOC and coordinate cross-agency initiatives within own area of responsibility | Your opinion is sought by others You receive positive feedback from customers and stakeholders |

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: Is honest

Courageousness: 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

- A thorough understanding of land related legislation including Cadastral Survey Act, Land Transfer Act and Public Works Act and the Departments legislation, policies and processes, particular as regards to SLM.
- A good knowledge of the natural resource policy environment including Treaty negotiations.
- Has a university qualification in a related field or extensive experience in SLM.
- Ability to work in wider Government context across Departmental interests
- Able to impart policy and technical information in a clear and concise manner.
- Proven experience in building and maintaining effective relationships
- Skilled at process improvement
- High analytical skills
- Driver license

Relationships

External

- National Stakeholders
- User Groups and organisations
- Customers relevant to PPL work
- Other government departments and agencies, particularly LINZ

Internal

- Peers and colleagues
- Wider PPL unit particularly National and Senior Advisors/Planners
- Deputy Director-General

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:
