



Position details	
Position Title	Policy Advisor / Senior Policy Advisor
Manager's Title	Policy Manager
Unit/Group	Policy Unit; Policy and Visitors Group
Position Number and Location	800/21002-800/21008;800/22001-800/22008;800/23001-800/23011;800/24001-800/24009 Wellington
Salary Band	E / F
Date	March 2017
Line/Service/Support	Support

## Public service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa

I āiane, 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 hāpori, 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 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.

## Purpose of the role

To develop operational policy that supports the Department's strategic direction.

## Accountabilities

It is an expectation that as work priorities change and as part of their career and capability development, Senior/Policy Advisors be available for rotation within the Department's Policy Unit and therefore your reporting manager may change as a result.

Accountability Area	Activities	Performance Indicators
<b>Deliver the Policy work plan</b>	<p>Develop robust policy that will achieve the Department's Strategic Direction</p> <p>Monitor and provide input to Government and Departmental policy development as appropriate</p> <p>Undertake policy analysis/complex policy analysis, and contribute to/lead development of complex or sensitive policy projects to successful delivery</p> <p>Monitor conservation and other legislation and work with legal staff on seeking legislative amendments where required</p> <p>Monitor international policy development and seek to input as required</p> <p>Represent the Department on national and international forums as appropriate</p> <p>Communicate policy to a wide range of audiences</p> <p>Undertake real/credible consultation</p> <p>Work with team manager and senior managers to deliver against organisational priorities, and to further the objectives of the Policy Unit</p> <p>For Senior Policy Advisors, provide advice to Policy Advisors through the policy development process</p>	<ul style="list-style-type: none"> <li>• You develop robust policy advice that meets the needs of the Department and the Minister</li> <li>• You actively develop expertise in your functional area</li> <li>• You are able to effectively communicate policy advice to a wide range of audiences</li> </ul>
<b>Leadership</b>	<p>Work to support the team culture which values:</p> <ul style="list-style-type: none"> <li>• Continuous improvement</li> <li>• Team process</li> <li>• Partnership with iwi</li> <li>• Working with community, business and others</li> </ul> <p>Identify critical issues and risks and ensure they are effectively raised and addressed</p> <p>Scan the external environment for information, trends, best practices and innovations</p> <p>Assist peers and their teams to learn</p>	<ul style="list-style-type: none"> <li>• You identify opportunities to pass on knowledge and information that grows the capability of others</li> <li>• Your decisions are seen to achieve the appropriate outcomes and are supportable</li> <li>• You behave in accordance with the Standards of Integrity and Conduct</li> <li>• You contribute to the successful running of the team</li> <li>• You work with your manager to incorporate customer feedback to improve service delivery</li> </ul>

Accountability Area	Activities	Performance Indicators
	<p>effectively from experience</p> <p>For Senior Policy Advisors, provide coaching, mentoring and support to Policy Advisors</p>	<ul style="list-style-type: none"> <li>• Work plans are delivered on time, to specifications and within budget</li> </ul>
<b>Collaboration</b>	<p>Work with team members and others collaboratively and constructively</p> <p>Build and maintain collaborative relationships internally and externally for the purpose of achieving greater conservation outcomes by:</p> <p>Placing strong emphasis on anticipating, identifying and responding to customer/user needs</p> <p>Monitoring relationships and resolving critical issues promptly</p> <p>Contributing positively to a high performing, engaged team</p> <p>Positively represent the Department and reinforce the strategy of growing conservation through partnerships with others</p>	<ul style="list-style-type: none"> <li>• You willingly share ideas and resources with other individuals / teams to help make them successful</li> <li>• You identify where your work programmes impact others and work with your peers to manage interdependencies</li> <li>• Your opinion is sought by others</li> <li>• You work with your manager to incorporate customer feedback to improve your service delivery</li> <li>• You work effectively with your colleagues</li> <li>• You are actively involved in working with partners to grow conservation</li> </ul>
<b>Health and Safety</b>	<p>Take all practicable steps to ensure your own safety and the safety of others in the workplace</p> <p>Provide leadership in achieving the Department's goal of developing an injury free workplace</p> <p>Lead culture change where health and safety is a key to success and the only acceptable goal is to be injury free</p> <p>Ensure staff rehabilitation reflects our commitment to the principles of early return to work</p>	<ul style="list-style-type: none"> <li>• You are actively leading the goal of the Department becoming injury free</li> <li>• You are an effective health and safety leader</li> <li>• You and your team are regularly reviewing health and safety performance</li> <li>• You comply with the Department's Health and Safety policy and guidelines</li> </ul>
<b>Work Management</b>	<p>Complete all duties and responsibilities in accordance with your Business/Work Plan, Development Plan and Operating Reviews</p> <p>Deliverables reflect the Department's partnership with tangata whenua and support our functions under Section 4 of</p>	<ul style="list-style-type: none"> <li>• Your business/work plans are delivered and tracked, and managers are aware of obstacles to achievement of performance goals</li> <li>• You report progress on deliverables, financial and</li> </ul>

Accountability Area	Activities	Performance Indicators
	<p>the Conservation Act</p> <p>Complete administrative tasks associated with the role</p>	<p>non-financial indicators, risks and issues to your manager</p>

For more detailed information about the role accountabilities refer to the Business/Work Plan, Development Plan, and Operating Reviews of the position holder.

## Capabilities

Capability Area	Competencies
<b>Valuing the work of the role</b>	<p><b>Commitment to Excellence</b> Sets high personal and professional standards; assumes responsibility and accountability for the successful completion of projects, assignments or tasks. Consistently gives careful attention to all the detailed aspects of a role, shows a high concern for accuracy.</p> <p><b>Organisation and Role Connection</b> There is a strong connection to the goals of the Department and an appreciation of the constraints within which these goals can be achieved. There is good alignment between what the individual enjoys and the role they are undertaking.</p>
<b>Leadership ability</b>	<p><b>Building and Sustaining Collaborative Relationships</b> Identifies, develops and sustains effective, productive, collaborative and outcome-oriented relationships (internal and external to the organization) to achieve conservation goals. Working as one organization, actively engages in building relationships to share expertise and knowledge to achieve goals.</p> <p><b>Personal Leadership</b> Builds trust with others; identifies and seizes opportunities to promote the work of the Department.</p> <p><b>Seeking Agreement</b> Reaches agreement or gains acceptance of a particular course of action through effectively defining the benefits and exploring alternatives; uses effective interpersonal skills and demonstrates determination in achieving desired outcomes.</p>
<b>Agile mind</b>	<p><b>Strategic Analysis and Decision-Making</b> Engages in thorough complex analysis through gathering relevant information; sees the 'whole' and the complexity of connections (this is a "systems thinking" approach to decision-making); takes into account conflicting, complex information; develops robust recommendations and makes timely, sound decisions</p> <p><b>Planning and Organising</b> Plans and organises activities and projects for self and/or others; organises tasks to make best use of time and resources; and</p>

Capability Area	Competencies
	<p>tracks achievement of key objectives.</p> <p><b>Situational Awareness</b> Keeps abreast of science, political, economic, social and commercial imperatives and trends relative to conservation; understands how business works and can use this knowledge to recognise signs in the environment and interpret them in relation to impact, opportunities and risks and responds appropriately</p>
<b>Emotional intelligence</b>	<p><b>Communication</b> Conveys information and ideas through a variety of mechanisms in a manner that engages key audiences and reflects the Department's Vision, Values and Strategic Direction. This may include speaking, writing and listening and covers both formal and informal situations.</p> <p><b>Initiative/Innovation</b> Develops new, innovative yet practical ideas, rethinking how to approach work. Takes action to achieve results beyond what is normally called for; looks for opportunities to improve own and the organization's performance.</p> <p><b>Iwi, Stakeholder , Business and Community Focus</b> Understands the needs of iwi, stakeholders, business and community; ensures they are listened to; ensures understanding of the rationale for decisions /findings made.</p> <p><b>Personal Effectiveness</b> Maintains effective performance even when under pressure, (such as time pressure, shifting/conflicting priorities or job ambiguity), when facing opposition from others or in an uncertain environment.</p> <p><b>Self Awareness</b> Recognises one's emotions and feelings and their effects; recognises the impact of own behaviour on others; acts professionally at all times.</p>
<b>Skilled use of relevant knowledge</b>	<p><b>Health and Safety Awareness</b> Promotes a culture where health and safety are seen as integral to success. Is aware of and takes into account conditions that affect own and others' health and safety.</p> <p><b>Knowledge Management</b> Manages knowledge and information to ensure it is secure and to enable appropriate access by others in the organisation.</p> <p><b>Learning Agility</b> Acquires, understands and applies new job-related information, knowledge and skills in a timely manner.</p> <p><b>Technical Knowledge &amp; Skills</b> Has an understanding of the work of the Department and its Conservation Act (Section 4) requirements</p>

Capability Area	Competencies
	<p>Has a sound knowledge of the legislation affecting the Department and government processes, procedures and accountability requirements (Band E)</p> <p>Has a strong knowledge of the legislation affecting the Department and the legislative development and review processes, whole of government processes, procedures and accountability requirements (Band F)</p> <p>Has ability to work in wider Government context across Departmental interests</p> <p>Understands and follows standard policy development procedures and Cabinet requirements</p> <p>Has a strong track record in leading policy development/review projects (Band F)</p> <p>Is able to quickly develop knowledge and expertise in new areas</p> <p>Has an established track record of developing robust policy and effective solutions (Band E)</p> <p>Has an extensive track record of developing robust policy and effective solutions (Band F)</p> <p>A University degree with relevance to the work of the Department of Conservation</p> <p><b>Working with Māori</b></p> <p>Is comfortable engaging and working in partnership with iwi and tangata whenua and demonstrates an understanding of the implications of the Treaty on today's society and conservation</p>

## Relationships

This section describes the expectations and boundaries the role has with key roles and groups.

Internal groups	
Senior Leadership Team; Policy and Visitors Group	Develop and maintain relationships
Peers and colleagues in the Policy Unit and advisers in other business groups	Support for strategy and policy discussions Leadership for assigned policy development work
Outcomes Management Office	Support for strategy and policy discussions Support the Department's integrated planning process to achieve outcomes

## External groups

Natural Resources Sector/Other Government agencies	Develop and maintain relationships Work with colleagues across the Natural Resources Sector to deliver the Government's policy work programme and support the Chief Executives Work on policy projects which have implications for the Department
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## Authorities

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