

Role Description

Title	Fast Track Applications Manager
Manager Title	Director Regulatory Systems Performance
Group	Biodiversity, Heritage and Visitors
Direct Reports	Programme Leads, Team Lead, Coordinator
Band	T4 Range A
Date	June 2026
Approved By	Deputy Director-General, Biodiversity, Heritage and Visitors

Public Service

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

I āiane, ā, hei ngā rā ki tua hoki, he kawenga tino whaitake 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.

About DOC

The Department of Conservation Te Papa Atawhai (DOC) serves to protect and restore nature across Aotearoa.

At the heart of our success is our strong DOC culture, built on clear values. Our integrity grounds us, our connections take us further together, we empower ourselves and others to do the best work, so we achieve more for nature and New Zealand.

Role Purpose

This purpose of this role is to lead and drive consistent quality, risk management, and integrity of DOC's advice on applications under Fast-track legislation.

Key working relationships

Internal	External
Senior Leadership team and the Director-General Fast-track governance group Biodiversity, Heritage and Visitors leadership teams Organisation support teams Regional Operations Legal Services	Fast-track Panel Convenors Ministers Key stakeholders and partners Applicants including industry groups Environmental and other relevant government agencies Whānau, Hapū, Iwi Consultants and contractors

General

Employees are required to respond to DOC's changing needs, performing other tasks as reasonably required.

DOC may make reasonable changes to the role in consultation with the role holder. This could include adjustment of the allocation of portfolios and responsibilities among members of the leadership from time to time.

As a leader you are visible, open, and engaging, proactive, and agile. You move towards problems and challenges and not create barriers or assume something is someone else's responsibility.

You are required to maintain a strict sense of personal ethics, maintain confidentiality and privacy, and abide by the Code of Conduct.

Key Accountabilities

Accountability	Including
Fast-track applications system leadership	Leading DOC's system to ensure consistent high-quality advice to Ministers and decision makers on applications under Fast-track legislation Leading and driving Fast-track applications strategic improvement priorities, frameworks, and direction, ensuring integration with DOC teams and processes Leading and driving proactive and effective system and project-specific risk awareness, management and reporting, to maintain trust and manage reputational risk Providing critical analysis and assurance on high-risk applications and reports to expert panels Scanning, anticipating and responding to changes in priorities and pressures, to trends or shifts in context and application workloads, managing team resourcing appropriately Collaborating with leaders and teams across DOC to optimise processes, systems, and use of resources

Accountability	Including
	Effective planning and use of resources to deliver high quality outputs within required timeframes Ensuring processes are effective and timely and costs are accurately tracked and recovered Ensuring procurement processes and management of consultant and contractor expertise is fair and reasonable for delivery of Fast-track applications work
Stakeholder relationships	Leading strategic engagement and proactive relationship management with senior leaders, Ministers, stakeholders and application industry groups Overseeing management of communication with applicants and interested parties Engaging with external stakeholders to share information, build relationships, and identify critical issues and opportunities Providing regular updates on key outcomes and undertakings for internal and external audiences Participating in engagement and feedback activities and ensuring feedback is incorporated into the team's work Identifying critical issues and opportunities where feedback and/or engagement is required to proceed
Team leadership	Leading the team ensuring delivery of high-quality, nationally consistent, processing and analysis of Fast-Track applications Leading and supporting employees to ensure a high performing and capable team Setting expectations with staff including clear definitions of success, and providing constructive and robust feedback Supporting the creation of an inclusive culture and encouraging the team to draw upon diverse strengths and perspectives Supporting the learning and development of the team to ensure identified capability requirements are met Directing and supporting team members to collaborate Creating a work environment where workers are kept healthy, safe and well, taking all practical steps to ensure own and others' safety
Supporting Directorate outcomes	Contributing to the setting Directorate priorities, ensuring alignment of activities and resources Providing leadership across the directorate Supporting the Director and Managers with specialist knowledge and expertise

Accountability	Including
Treaty partnership	Ensuring DOC operates as an honourable Treaty Partner, identifying the impact of the team's work on Māori and building awareness in the team Establishing networks with iwi and Māori who are interested/impacted in the work of the team Identifying appropriate methods and leading engagement processes Ensuring co-design with Māori is undertaken when required Ensuring different ways of working are supported, institutional bias and stereotypes are not reinforced Supporting team members to build capability to meet the requirements of DOC's Whāinga Amorangi framework
Planning	Developing and maintaining plans to deliver agreed outcomes, scoping and defining the work programme Clearly communicating the team's priorities and required outcomes, and identifying how results will be achieved Planning, negotiating, and agreeing budget and resource requirements Delegating and assigning tasks and responsibilities across the team Managing competing priorities and setting defined goals
Monitoring and delivery	Undertaking comprehensive performance monitoring to regularly assess performance and identify areas of risk or concern Highlighting critical risks or issues, and identifying and implementing solutions Addressing performance issues in a timely manner and/or escalating requirements to amend agreed commitments Managing to ensure effective delivery of effective services Gathering feedback from customers and other stakeholders and seeing opportunities for improvement Understanding customer needs to anticipate and meet requirements Maintaining awareness of current and emerging trends to ensure the team's service remains fit for purpose Identifying and encouraging others to identify opportunities to improve

Capabilities

Capabilities Required	
Specialist skills, knowledge, and qualifications	Expansive DOC, political, and situational knowledge in relation to Fast-track legislation and applications Skilled in navigating political, reputational, and legal risks and drivers, and managing them effectively and appropriately

Capabilities Required	
	Skilled in effectively leading and driving teams in a high-stakes environment with high volume complex workloads, under time pressure and constraints Strong understanding of regulatory systems and processes In depth knowledge of consenting statutory functions and legislation Expansive knowledge of consenting under resource management and/or other natural resources permissions Strong relationship management skills, leading with influence, and ability to influence at the most senior levels Excellent financial management skills and knowledge of procurement processes
People leadership	Leads and manages using effective role modelling, delegation, and performance management skills Leads by example, guiding people to be disciplined and considered Understands the impact of own actions Sets clear team objectives and expectations and focuses direct reports on achieving shared objectives Monitors and strengthens management team cohesion and performance Coaching and mentoring skills Motivates and inspires
Treaty partnership	Understands the impact DOC and the wider public sector and government have on the Māori-Crown relationship Understands the obligations of the Crown under the Treaty of Waitangi as this relates to area of work Aware of the differences between Māori and non-Māori world views and knows how to access more knowledge Understands how Treaty settlement commitments impact area of responsibility A sound understanding of te ao Māori, te reo me ngā tikanga Māori

Capabilities Required	
Collaboration and organisation leadership	Works effectively to solve problems, gains trust easily and supports peers Demonstrates and fosters collaboration across teams Proactively informs, and provides frank advice on sensitive issues Has a broad understanding of government processes and politics and key interfaces with government and other public sector agencies Communicates clearly and with impact, and inspires, motivates, and influences Fosters culture of innovation, drives system and process improvements Leads cross-functional work and contributes to wider organisational outcomes
Delivering results	Plans and organises work to achieve required deadlines Manages and delivers on diverse priorities, effectively allocating time and resources Manages risk effectively through appropriate identification, categorisation, and evaluation and/or mitigation
Relationship management, interpersonal and communication skills	Works cooperatively and collaboratively with others; builds relationships with stakeholders and partners Connects with others, builds trust and listens Shares information proactively and seeks to support others Communicates clearly and sensitively with a wide range of audiences Gains active participation and/or support for initiatives, from senior leaders, staff, and senior stakeholders
Decision making and reasoning	Integrates wide ranging information to support effective decision making Seeks different perspectives to check for and mitigate unconscious bias
Commercial and financial management	Sound budget and resource management skills Knowledge of procurement processes Negotiation skills

You are required to comply with the standard operating requirements of DOC, i.e., you must comply with the financial, health and safety, legal, people and other delegations set out in Standard Operating Procedures, policies, and instructions (refer to the Intranet for further information).