

Role Description

Role Details	
Title	Senior Programme Advisor, Wild Animals
Manager Title	Wild Animals Manager
Directorate and Group	National Programmes, Biodiversity, Heritage and Visitors
Band	F
Date	November 2023
Approved By	Director, National Programmes

Public Service

Ka mahitahi mātou o te ratonga tūmatanui 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.

About DOC

The Department of Conservation *Te Papa Atawhai* (DOC) protects and sustains nature for current and future generations. Our purpose is to ensure that Papatūānuku thrives. We do this by:

- Protecting land, species, ecosystems, and cultural heritage for conservation purposes
- Managing threats and adverse impacts
- Being a voice for conservation
- Connecting people to nature

All New Zealanders have a role in keeping nature healthy. We partner with whānau, hapū and iwi and collaborate with commercial partners, NGOs, volunteers, and government agencies to improve conservation outcomes.

Role purpose

The purpose of this role is to oversee the development and maintenance of reporting, systems, and processes to enable the delivery of wild animal programmes.

Key working relationships

Internal	External
Peers, colleagues, and managers in the unit Operations managers and staff	Iwi and tangata whenua

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.

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

Accountabilities

Accountability	This includes...
Systems and processes	<p>Create, implement, and maintain systems and processes to achieve the Wild Animal team's goals and deliver on new initiatives</p> <p>Gather information and research and analyse and present findings to inform process or system development</p> <p>Draft guidelines and process documents to support the development of required systems</p> <p>Identify and monitor critical risks and issues, and oversee development and implementation of plans to address these</p> <p>Identify opportunities for synergies and linkages with other DOC systems and teams</p>
Reporting	<p>Design and create new reports, or work to improve processes and systems as required to meet information requirements and minimise risks (e.g. manual handling)</p> <p>Establish and maintain feedback loops with key stakeholders and customers to understand critical issues, dependencies, and priorities</p> <p>Complete regular reporting requirements such as dashboards, and preparing summary reports</p> <p>Respond to ad hoc requests and proactively identifying where data may be able to support others</p>
Information and advice	<p>Produce and/or support the production of Ministerial and senior leader advice or responses to information requests</p> <p>Identify and maintain a comprehensive understanding of context and the wider landscape to anticipate the Minister and senior leaders' needs</p>



Accountability	This includes...
	<p>Work closely with team members to gather and review information, and ensure a detailed understanding of relevant matters as required</p> <p>Prepare and write quality material and responses for complex and sensitive work to agreed standards</p> <p>Identify and seek to resolve, or escalate, critical issues to completing responses in a timely manner</p>
Build and maintain effective stakeholder and customer relationships	<p>Develop strong and trusted relationships with whānau, hapū, iwi and other relevant stakeholder or customer groups</p> <p>Support Operations districts and regions to manage relationships, and provide information and guidance</p> <p>Build collaborative partnerships with other groups delivering wild animal control programmes</p> <p>Maintain strong relationships, participate in relevant fora and industry bodies and seeking out additional information</p>
Work management and delivery	<p>Deliver on tasks as set out in work plans, performance expectations, and task assignments</p> <p>Identify critical issues and risks and ensure they are constructively raised and addressed</p> <p>Manage knowledge and information to ensure it is secure, current, and appropriate access protocols are applied</p> <p>Take all practical steps to ensure your own safety and the safety of others in the workplace</p>

Capability

Capabilities Required	
Specialist skills, knowledge, and qualifications	<p>Detailed understanding of the work of the Wild Animals team</p> <p>Able to map and develop processes and systems to deliver results</p> <p>Excellent writing and editing skills, able to tailor responses based on audience needs, able to break down complex issues into easy-to-understand information</p> <p>Deep critical thinking skills</p> <p>Good research and information gathering and strong analytical skills</p> <p>Able to take evidence around complex issues and turn it into insightful advice</p> <p>Political insight and an understanding of relevant machinery of Government and parliamentary processes</p>



Capabilities Required	
Collaboration, relationship building, communication and interpersonal skills	Interacts productively with a wide range of people Recognises importance of seeking and considering other perspectives Works effectively with peers to solve problems, gains trust easily and provides support Demonstrates and fosters collaboration across teams
Organisation contribution	Provides considered feedback and input to decision making Identifies and suggests opportunities to do things differently Proactively seeks to understand organisational or wider context of own role
Delivering results	Plans and organises work to deliver on objectives High personal and professional standards and accuracy
Treaty Partnership	Understands where the Māori Crown relationship is important to DOC Comfortable engaging and working in partnership with iwi and tangata whenua Able to use day-to-day te reo and tikanga at work, e.g. waiata and pepeha Knows to seek advice or support when required

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).