Department of Conservation
Te Papa Atawhai

Role Description

Title	**Aerial Permissions Advisor**
Manager Title	National Predator Control Programmes Manager
Directorate and Group	National Programmes; Biodiversity Heritage and Visitors
Band	E
Date	February 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 āianei, 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) 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 provide advice and quality assurance on applications for permissions and consents for delivery of aerial toxin operations on public conservation lands.

Key working relationships

Internal	External
Predator Control Programme colleagues Operations staff Biodiversity Threats technical advisors Peer Reviewer, Readiness Checker and Assessor roles Government Services Accountable Directors for DOC permissions and OIA responses Predator Control Programme colleagues	Other organisations delivering aerial toxins Environmental Protection Agency staff Public Health staff Staff from agencies involved in shared OIA requests

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	Including ….
Advice and support for aerial toxin operations permission applications	Carrying out quality assurance and risk assessment of all incoming applications for aerial toxin delivery operations on public conservation lands Evaluating applications to ensure all regulations and requirements are complied with, applications show evidence of consultation, and environmental and reputational risks are adequately addressed Providing advice to DOC operations staff, contractors, and external groups working on aerial toxin permissions, on requirements and how to satisfy them Advising decision makers on risks associated with aerial toxin permission applications on public conservation land Assessing where technical and specialist legal, ecological or regulatory advice is needed and sourcing required input Planning workflow for aerial toxin permission applications from DOC and external applicants Coordinating qualified staff to undertake peer review, readiness checker and assessor roles for aerial 1080 operations Identifying pressure points or improvements to be made to DOC systems and processes, and propose workable solutions Liaising with Landscape Threats, Legal and Regulatory Services staff to improve DOC Best Practice operating standards and drafting changes to operating procedures Draft responses for Official Information Act (OIA) requests and other formal

Accountability	Including ….
	responses in accordance with quality and timeliness standards
Collaboration and relationship management	Working collaboratively with teams across DOC and contributing effectively to cross-functional teams Building and maintaining effective relationships with key individuals and groups from relevant sectors and organisations Representing DOC and in area of responsibility
Work management and delivery	Delivering on tasks as set out in work plans, performance expectations, and task assignments Identifying critical issues and risks and ensure they are constructively raised and addressed Managing knowledge and information to ensure it is secure, current, and appropriate access protocols are applied Taking all practical steps to ensure your own safety and the safety of others

Capability

Capabilities Required	
Specialist skills, knowledge, and qualifications	In depth knowledge of the regulations and requirements for safe delivery of aerial toxins for predator control Extensive knowledge of DOC's Animal Pest standard operating procedures (SOPs) and current predator control best practice Competent to advise on the delivery of aerial toxin operations to current best practise standards Able to plan workflow and coordinate the input of numerous technical and operational staff, to ensure the timely assessment of approximately 30 to 40 aerial toxin applications across New Zealand each year, to best practice standards. Able to identify legal, operational, and reputational risks associated with aerial toxin operations and recommend appropriate mitigations Sound critical thinking and analysis skills with high level of attention to detail Competent to train others to undertake Assessor, Peer Reviewer, and Readiness Checker roles. Excellent written communication skills including formal written correspondence and technical writing for standard operating procedures
Collaboration, relationship building, communication and interpersonal skills	Interacts productively with a wide range of people Seeks and considers other perspectives Works effectively to solve problems, gains trust easily and supports peers Demonstrates and fosters collaboration across teams
Organisation contribution	Provides considered feedback and input to decision making

Capabilities Required	
	Identifies and suggests opportunities to do things differently Proactively seeks to understand organisational and wider context of 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 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).