

Role Description

Title	Programme Lead, Fast Track Applications
Manager Title	Fast Track Applications Manager
Directorate and Group	Regulatory Systems Performance; Policy and Regulatory Services
Direct Reports	N/A
Band	G
Date	July 2025
Approved By	Director Regulatory Systems Performance

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 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 spaces and species 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

The purpose of the role is to have strategic oversight of the Fast Track programme and provide technical leadership to drive nationally consistent systems, policy, and guidance to improve efficiency and delivery. A key focus is ensuring DOC's delivery is beyond challenge.

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.

As a leader you are required to be visible, open, and engaging, proactive, and agile, moving towards problems and challenges.

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

Key Accountabilities

Accountability	Including
System and practice development leadership	Partnering with the Fast Track Applications Manager to lead and drive strategic improvement priorities and direction, ensuring integration with DOC BAU teams and processes Identifying and progressing improvement opportunities to ensure DOC processes and outputs are efficient, on-time and quality Working across DOC to identify strategic opportunities and/or risks, and develop mitigations Ensuring change is managed well, including clear communication of expectations Leading development of the Fast Track implementation work programme and projects arising from the priorities and direction Undertaking expert assessments and analysis of relevant legislation, Departmental systems, policies and processes, to provide advice and recommendations for decision makers Developing frameworks to support consistent high-quality delivery over time Providing direction and leading development of nationally consistent operational policy and guidelines for engagement approaches, creating efficiencies and sharing learning Providing authoritative advice that recognises the choices and constraints decision makers face, anticipating needs, predicting and planning for potentially controversial or politically sensitive issues, and presenting frank advice Contributing to development of capability of the Fast Track team
Technical leadership	Providing intellectual leadership, bringing new ideas and knowledge to system and process discussions and leading strategic conversations Providing robust oversight of high profile Fast Track cases 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 Leading health, safety and wellbeing in the team, creating a work environment where workers are kept safe, healthy and well
Stakeholder relationships	Leading stakeholder engagement with senior leaders, Treaty partners, key applicants and those impacted and influenced by our work Engaging with external stakeholders to share information, build

Accountability	Including
	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
Engagement with Treaty Partners	Providing direction and leading mahi to ensure our Fast Track processes uphold DOC obligations and expectations Ensuring the position of DOC and the Crown is properly presented
Planning	Developing and maintaining plans to deliver agreed outcomes Clearly communicating priorities and required outcomes, and identifying how results will be achieved Propose, negotiate, and seek agreement to budget and resource requirements, including cost estimates for major applications Ensuring project teams are appropriately resourced Delegating and assigning tasks and responsibilities across the team Managing competing priorities and setting defined goals
Monitoring and delivery	Measuring and providing comprehensive insights into work progress and results Producing regular reports to provide updates and information for decision makers Responding appropriately to changing contexts and priorities Identifying critical risks or issues and recommend appropriate solutions Maintaining knowledge and awareness trends, technologies, or developments to remain informed and up to date

Capability

Capabilities Required	
Specialist skills, knowledge, and qualifications	Indepth knowledge of the FTAA and processes, as well as conservation legislation and RMA Skills and experience in leading and driving development and implementation of operational systems, policy, and procedures, having regard to legal requirements and satisfying the requirements of multiple stakeholders Advanced system, strategic and critical thinking, clear and logical reasoning skills and sound judgement to analyse issues Employs deep critical thinking skills and breakthrough methods to find solutions to challenging problems

Capabilities Required	
	Competently leads and manages complex programmes and projects Has a broad understanding of government processes and politics and key interfaces with government and public sector agencies Critically synthesises information from a wide variety of domains, uses expert knowledge and applies sound judgement to draw conclusions
Technical leadership	Skilled in helping lead a high-performing team Monitors team cohesion and performance Adept at maintaining an inclusive and collaborative team culture Skilled at effective coaching and feedback delivery, and supporting individual and team capability development
Treaty partnership	Understands the impact of DOC and the wider public sector and government on the Māori-Crown relationship Understands the obligations of the Crown under the Treaty of Waitangi in relation to the 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 Identifies knowledge and experience gaps, seeks advice or support when required
Decision making and delivery of results	Reviews detailed and complex information to understand context and create recommendations Recognises importance of seeking and considering other perspectives Plans and organises work to deliver on objectives Gains active participation and/or support for initiatives, from senior leaders, staff, and senior stakeholders High personal and professional standards and accuracy
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 role
Collaboration, relationship building, communication and interpersonal skills	Works effectively with peers to solve problems, and provides support Communicates clearly and sensitively with a wide range of audiences Demonstrates and fosters collaboration across teams Connects with others, builds trust and listens Works cooperatively and collaboratively with others Shares information proactively and seeks to support others

Key working relationships

Internal	External
Peers and colleagues	EPA, MfE and other administering agencies
Senior Managers	Treaty Partners, iwi Māori
Legal Services	Conservation Board(s)
Policy	New Zealand Conservation Authority
Regional Operations	Key statutory stakeholders
BHV	FTAA applicants
Permissions & RMA	

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).