

## Role Description

Title	Permissions Team Lead
Manager Title	Permissions Regulatory Delivery Manager; Fast Track Applications Manager
Directorate and Group	Office of Regulatory Services, Policy and Regulatory Services
Direct Reports	Fast Track Applications Team
Band	F
Date	January 2025
Approved By	Director Office of Regulatory Services

### 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 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.

### 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

To provide a supervision and functional leadership for the team processing and management of permissions to operate on DOC land.

### 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 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 ...
Lead Work Delivery	<p>Develop and Progress Work Plans ensuring priorities are met</p> <p>Manage work allocation appropriately</p> <p>Support staff in managing key issues relating to functional work area</p> <p>Maintain visual controls</p> <p>Ensure all cost recovery targets are met</p> <p>Undertake work as required, directed and agreed</p>
Systems and Processes	<p>Develop, improve and administer systems and processes to ensure they are efficient and effective</p> <p>Ensure local staff are trained in work related processes</p> <p>Work to ensure a consistent national approach</p>
Advice and Support	<p>Provide quality, timely advice to decision makers</p> <p>Ensure operations permissions work is supported</p> <p>Ensure advice and expert assessments are in accordance with statutory requirements, comprehensive, consistent and factually correct</p> <p>Contribute to the development of operational policy and best practice.</p>
People Leadership	<p>Reinforce and support DOC systems and processes across your team</p> <p>Set expectations and monitor performance together with the Manager, ensuring the team is clear about expectations and feel supported to achieve</p> <p>Support the learning and development of your team (individually and collectively) ensuring every team member has up to date development plan and receives regular feedback</p> <p>Appropriately assign tasks and projects</p> <p>Foster an inclusive workplace culture and support a diverse workforce</p> <p>Lead the team in a way that inspires trust, respect and continuous improvement in performance</p> <p>Raise team performance issues with the Manager</p>
Safety and Wellbeing	<p>Take all practical steps to ensure your own safety and the safety of others in the workplace</p> <p>Take into account conditions that affect own and others' health and safety</p> <p>Take a proactive approach to managing your own and others' wellbeing</p> <p>You comply with the Department's Health and Safety policy and guidelines</p>
Engagement with whānau, hapū, iwi	<p>Have effective relationships with and work collaboratively with whānau, hapū, iwi</p>
DOC and Team Contribution	<p>Display good team member behaviours</p> <p>Contribute to an inclusive, trusting and respectful team environment</p> <p>Work with your manager to deliver against organisational priorities, and to further the objectives of the team</p>

<b>Accountability</b>	<b>Including ...</b>
	<p>Behave in a way that aligns with DOC's values and Standards of Integrity and Conduct</p> <p>Abide by DOC's standard operating procedures</p> <p>Work collaboratively with other teams across DOC and contribute effectively to cross-functional teams</p>
Work Management and Delivery	<p>Deliver on tasks as set out in work plans, perform to expectations and task assignments</p> <p>Deliver your work on time, to specifications and within budget</p> <p>Identify critical issues and risks and ensure they are effectively raised and addressed</p> <p>Manage knowledge and information to ensure it is secure and to enable appropriate access by others in the organisation</p>
Stakeholder and Customer Engagement	<p>Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations</p> <p>Represent DOC and coordinate cross-agency initiatives within own area of responsibility</p>

## Capability

<b>Capabilities Required</b>	
Specialist Skills and Experience	<p>A thorough understanding of related legislation, policies and processes, particular as regards to permissions and statutory land management.</p> <p>Knowledge of systems, SOPs and procedures relating to the processing of statutory land management actions.</p> <p>Knowledge of the natural resource policy environment.</p> <p>Ability to work in wider Government context across Departmental interests.</p> <p>Able to impart policy and technical information in a clear and concise manner.</p> <p>Shows political awareness</p>
Thinking strategically	Sees the bigger picture; keeps abreast of trends; and aligns work with DOC's vision and strategy
Enhancing organisational performance	Identifies and suggests opportunities to do things differently
Collaboration, relationship building, communication and interpersonal skills	<p>Communicates in a clear and engaging manner and gets others on board</p> <p>Works cooperatively and collaboratively with others across DOC; builds relationships with external stakeholders and partners; works effectively with whānau, hapū and iwi</p> <p>Connects with others, builds trust and listens</p> <p>Shares learnings and experiences with others</p>

<b>Capabilities Required</b>	
Team Leadership	<p>Shares learnings and experiences with others</p> <p>Sets clear expectations for staff, celebrates success and addresses issues promptly</p> <p>Effectively coaches, gives feedback and supports individual and team capability development</p> <p>Sets clear expectations for staff, celebrates success and addresses issues promptly</p> <p>Effectively coaches, gives feedback and supports individual and team capability development</p> <p>Monitors team cohesion and performance and is inclusive of others</p>
Decision making and delivery of results	<p>Plans and organises work to deliver on objectives</p> <p>High personal and professional standards, and accuracy</p> <p>Knowledge and awareness of situations; identifies relevant context to develop robust recommendations and make sound decisions</p> <p>Integrity and a willingness to speak up</p> <p>Open to different perspectives</p> <p>Composure and a sense of perspective when the going gets tough</p> <p>Understands self and adapts to change; is development focused</p>
Treaty Partnership	<p>Understands the implications of the Treaty on today's society and conservation</p> <p>Comfortable engaging and working in partnership with iwi and tangata whenua</p>

### **Key Working Relationships**

<b>Internal</b>	<b>External</b>
<p>National and local stakeholders</p> <p>Central and local government and other agencies, particularly LINZ</p> <p>Customers related to permissions work</p>	<p>Peers and colleagues</p> <p>Managers and Team Leads across the Unit</p> <p>Organisation support staff</p> <p>Science staff</p>

You are required to comply with the standard operating requirements of DOC, i.e., complying 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).