

Role Description

Title	Science Advisor
Manager Title	A Biodiversity Manager
Group	Biodiversity, Heritage and Visitors
Band	E
Date	October 2024
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 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 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

The purpose of this role is to provide biodiversity science advice and participate in science research.

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.

Key working relationships

Internal	External
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Peers and colleagues Directors and Managers in Biodiversity Science and Technical Advisors at all levels Operational Managers and staff Policy and Regulatory Services Managers and staff	Science, technology, and knowledge providers National Partners, Regional Councils, Local Government NZ, sponsors, and other funders Iwi and tangata whenua Stakeholders including Non-Government Organisations (NGOs), industry associations, business, community, professional bodies Local communities and public

Accountabilities

Accountability	Including
Biodiversity scientific research	Identify research needed to support management of species and ecosystems Scope, plan, deliver and evaluate outcomes of assigned projects Prepare research plans in functional area based on local and international science Carry out assigned biodiversity research tasks including analysis and evaluation of results Lead low to moderate complexity research projects and contribute to other projects as required Support investigation for development of biodiversity management tools Enable and support development of Mātauranga Māori in partnership with mana whenua where appropriate Present findings in appropriate fora and publish results in peer-reviewed publications
Biodiversity advice	Provide advice for your assigned portfolio within your area of expertise Provide clear, accurate, well-reasoned analysis and advice using established principles, procedures, and standards Carry out assigned tasks within the biodiversity work plan Prepare correspondence, reports, papers, and responses to requests Communicate issues and advice clearly and succinctly and in a way that is appropriate for the audience Develop solutions to problems of moderate scope and complexity Support development of complex written advice in correspondence, reports, notes, papers and responses to Parliamentary Questions Produce briefings, memos, ministerials and respond to Official Information Act requests
Knowledge acquisition and management	Engage in continuous learning to expand expertise and keep up to date with developments in biodiversity science Contribute to tools to encourage uptake of biodiversity systems and new

Accountability	Including
	knowledge Identify where your area of science can inform conservation research needs identification and planning Share information and resources across business units Contribute to publications on research findings Manage knowledge and information to ensure it is secure, current, and appropriate access protocols are applied
Biodiversity systems, policies, and procedures	Research options and contribute to development and implementation of systems, policies, and procedures Identify links between and across issues, and systems
Collaboration and relationship management	Build and maintain collaborative working relationships across DOC Participate in and collaborate effectively in research programmes and projects as directed or required Build and maintain links with relevant research being conducted in other agencies Support the integration of Mātauranga Māori into research programmes and projects where relevant Work collaboratively with scientists, science providers and end users to deliver agreed research priorities and programmes
Work management and delivery	Deliver on tasks as set out in work plans, performance expectations, and task assignments Identify critical issues and risks and ensure they are constructively raised and addressed Take all practical steps to ensure your own safety and the safety of others in the workplace Supervise fixed term and/or casual staff where necessary

Capability

Capabilities required	
Specialist skills, knowledge, and qualifications	Graduate or post-graduate qualification in biological science(s) or equivalent knowledge from experience Biodiversity science skills from experience in area of expertise Able to apply general biodiversity practices, techniques, and theoretical principles to develop solutions to problems of minor to moderate scope and complexity Sound analysis and critical thinking skills, able to synthesise evidence to draw conclusions Able to apply statistical methods, modelling, monitoring, and evaluation in research programmes and analysis of results

Capabilities required	
	Understanding of project management methodology In depth knowledge of environmental and conservation issues Competent in planning and organising work and resources to meet timeframes and budget Understands the work of the Department and how it contributes to New Zealand's sustainability
Collaboration, relationship building, communication and interpersonal skills	Strong communication skills to produce useful scientific outputs and advice to a professional standard Interacts productively with a wide range of people across team Recognises importance of seeking and considering other perspectives Skills in preparing and collaborating on research results in a variety of appropriate outlets Works 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 Adapts to change and is focused on personal development
Treaty Partnership	Understands relevant iwi settlements and context before engagement Understands where the Māori Crown relationship is important to DOC Comfortable engaging and working in partnership with iwi and tangata whenua, supporting principles of the Treaty of Waitangi 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).