



Position Details	
Position Title	Senior Strategy Analyst
Manager's Title	Manager, Strategy and Performance
Manager Once Removed	Director, Office of the Director-General
Directorate	Office of the Director-General
Band	F
Date	November 2025
Approved by	Director, Office of the Director-General

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.

Purpose of the Role

To deliver enterprise strategy advice, performance reporting, and related analysis and insights to support DOC's Senior Leadership Team to make better decisions.

Key Accountabilities and Deliverables

Responsibilities of this position are expected to change over time as DOC responds to changing needs. The incumbent will need the flexibility to adapt and develop as the environment evolves. This includes performing any other reasonable duties as required.

Accountability areas	Activities	Performance indicators
Strategy and performance analysis	Manage the organisation's strategic, enterprise planning, and performance frameworks and systems Undertake analysis of the Department's internal and external operating environment and identify actionable insights for Directors and the Senior Leadership Team Provide advice to Managers on the Department's performance and analysis and reporting systems and processes Operate within a virtual team to analyse, document, and improve strategy and performance frameworks and processes across the enterprise system Collaborate on the development and implementation of strategic analysis, enterprise planning, and performance analysis Contribute within your area of specialty to deliver results that are integrated well into the whole DOC business	Your work is delivered on time and to required standards You are proactive in finding ways to improve efficiencies in your area of work
System and Technical Leadership	Coach and develop others in your area of speciality Scan the external environment for information, strategic drivers and trends, best practices and innovation Support the implementation of best practise Use sound judgment to make effective and timely decisions Identify priorities and spend time on these priorities	You identify opportunities to pass on knowledge and information that grows the capability of others You maintain up to date knowledge and expertise Your decisions are seen to achieve the appropriate outcomes and are supportable You prioritise your work appropriately
Collaboration	Build and maintain collaborative relationships internally and externally Place strong emphasis on anticipating, identifying and responding to customer and user needs	You are helpful and proactive with customers and users You willingly undertake your share of activities within your team to ensure effective delivery

Accountability areas	Activities	Performance indicators
	Monitor relationships and resolve critical issues promptly Contribute positively to a high performing, engaged team Share ideas, information, good practice and learnings with others	You maintain good working relationships internally and externally and raise issues with your manager when necessary
Safety and Wellbeing	Contribute to DOC's Health and Safety systems and practices, including Job Safety Analysis Contribute to a strong safety culture and achieving DOC's goal of developing an injury free workplace Take all practical steps to ensure your own safety and the safety of others in the workplace Take into account conditions that affect own and others' health and safety Take a proactive approach to managing your own and others' wellbeing	You comply with the Department's Health and Safety policy and guidelines
Engagement with whānau, hapū, iwi	Have effective relationships with and work collaboratively alongside whānau, hapū, iwi	You receive positive feedback from whānau, hapū, iwi
DOC and Team Contribution	Display good team member behaviours Contribute to an inclusive, trusting, and respectful team environment Work with your manager to deliver against organisational priorities, and to further the objectives of the team Use team process effectively Behave in a way that aligns with DOC's values Abide by DOC's standard operating procedures Work collaboratively with other teams across DOC and contribute effectively to cross-functional teams	You behave in accordance with the Standards of Integrity and Conduct You can describe how your work is contributing to the organisation's goals You are seen as a team player You have effective relationships across DOC
Work Management and Delivery	Deliver on tasks as set out in work plans, annual expectations, task assignments and Monthly Operating Reviews (MOR) Identify critical issues and risks and ensure they are constructively raised	Work is delivered on time, to specifications and within budget

Accountability areas	Activities	Performance indicators
	Manage knowledge and information to ensure it is secure, current and appropriate access protocols are applied	Managers are aware of obstacles to achievement of performance goals You adhere to DOC's information management protocols
Stakeholder and Customer Engagement	Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations Represent DOC within area of responsibility	Your opinion is sought by others You receive positive feedback from customers and stakeholders

Capabilities for success

Delivering results; whakatīnanatia

- Sees the bigger picture; keeps abreast of trends; and aligns work with DOC's vision and strategy
- Plans and organises work to deliver on objectives
- High personal and professional standards, and concern for accuracy
- Identifies and suggests opportunities to do things differently
- Shows political awareness

Working with others; whakawhānaungatanga

- Works cooperatively and collaboratively with others across DOC
- Understands the implications of the Treaty on today's society and conservation
- Communicates in a clear and engaging manner and gets others on board
- Shares learnings and experiences with others

Personal attributes

- Integrity and a willingness to speak up
- Open to different perspectives
- Composure and a sense of perspective when the going gets tough
- Curiosity and a desire to uncover root causes of strategic drivers, challenges, and opportunities

Specialist skills

- Knowledge and experience of strategic analysis and performance systems and processes
- Translates business needs into enterprise frameworks
- Develops, implements, and monitors systems and processes
- Establishes performance objectives and measures and monitoring processes
- Analyses and evaluates business performance
- Strong clear and concise business writing skills

Relationships

External

- Treasury
- External auditors

Internal

- Peers and colleagues
- Finance teams
- Directors, managers and staff across DOC
- Regional and national operations teams

You are required to comply with the standard operating procedures of DOC. In addition, you must comply with the financial, human resources, legal and other delegations set out in Standard Operating Procedures, policies and instructions (refer to the Intranet for further information).