

## Role Description

Role Details	
Title	Senior Permissions Treaty Advisor
Manager Title	Permissions Regulatory Delivery Manager
Group	Office of Regulatory Services; Policy and Visitors
Band	E
Date	March 2023
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 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.

### Role purpose

The role purpose is to provide advice for the Permissions function with a focus on giving effect to the principles of the Treaty of Waitangi.

## Key working relationships

Internal	External
Permissions teams, team leaders and managers National Treaty Advisor Operations Managers and Directors Statutory Managers Operational Policy team Regulatory Delivery Senior Advisors	National and local stakeholders Permit holders and applicants Relevant consultants

## 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	This includes....
Permissions Senior Advice and Support with a focus on the Treaty of Waitangi	Coaching and supporting Permissions Advisors and decision makers to meet Treaty settlement obligations and give effect to the principles of the Treaty of Waitangi in their work  Processing complex applications, from inception to completion to a high standard, for permissions relating to the Conservation Act e.g. concessions leases licenses, easements, research and collection permits; Wildlife Act authorities, Marine mammals permits, mining related activities  Ensuring a robust process is followed, analysing statutory documents and legislative provisions, Treaty obligations, and making a recommendation to approve or decline the application to a decision maker  Providing advice to potential applicants and DOC teams with queries about permissions  Supporting and responding to requests for information under the Official Information Act  Providing quality, timely advice to decision makers  Providing support, including operational support, and contributing to the development of operational policy and best practice in relation to the Treaty of Waitangi  Identifying training needs and working to a consistent national approach to train and mentor staff  Ensuring cost recovery targets are achieved

Accountability	This includes....
Build and maintain effective stakeholder and customer relationships	<p>Working collaboratively with teams across DOC and contributing effectively to cross-functional teams</p> <p>Building and maintaining effective relationships with key individuals and groups from relevant sectors and organisations</p> <p>Representing DOC and coordinate cross-agency initiatives within area of responsibility</p>
Work management and delivery	<p>Delivering on tasks as set out in work plans, annual expectations, task assignments and operating reviews</p> <p>Identifying critical issues and risks and ensure they are constructively raised and addressed</p> <p>Managing knowledge and information to ensure it is secure, current and appropriate access protocols are applied</p> <p>Taking all practical steps to ensure your own safety and the safety of others in the workplace</p>

Capabilities Required	
Specialist skills	<p>A deep understanding of the principles of the Treaty of Waitangi and their application in statutory decision-making</p> <p>Broad understanding of Treaty settlements</p> <p>Ability to develop a thorough understanding of the conservation legislation, policies and processes particularly in relation to permissions</p> <p>Sound analytical and critical thinking skills</p> <p>Comfortable with challenging situations, ambiguity, and complexity</p> <p>Coaching and mentoring skills</p> <p>Ability to impart policy and technical information clearly and concisely</p> <p>A relevant tertiary qualification or equivalent knowledge from experience</p>
Collaboration, relationship building, communication and interpersonal skills	<p>Ability to interact productively with a wide range of people</p> <p>Recognises importance of seeking and considering other perspectives</p> <p>Able to work effectively with peers to solve problems</p> <p>Gains trust easily and supports peers</p> <p>Demonstrates and fosters collaboration across teams</p>
Organisation contribution	<p>Provides considered feedback and input to decision making</p> <p>Identifies and suggests opportunities to do things differently</p> <p>Proactively seeks to understand organisational or wider context of own role</p>
Delivering results	<p>Plans and organises work to deliver on objectives</p>

Capabilities Required	
	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 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).