



Position Details	
Position Title	Principal Policy Advisor
Manager's Title	Policy Manager
Manager Once Removed	Director, Policy
Unit/Group	Policy Unit; Policy and Regulatory Services
Salary Band	G
Date	July 2024
Approved by	Director, Policy

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 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) 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 Principal Policy Advisor is a subject domain leadership position in DOC and supports the overall capability of the team.

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
<p>Policy Analysis Advice, and Design Leadership</p>	<p>Partner with policy manager to drive the strategic policy agenda and set the direction in the team’s policy domain</p> <p>Lead complex and sensitive policy programmes and projects requiring deep policy craft and/or technical expertise</p> <p>Apply advanced frameworks and methods of analysis to identify policy problems, analyse the issues, and identify and assess the policy options</p> <p>Apply advanced system, strategic and critical thinking, clear and logical reasoning and sound judgement to analyse policy issues</p> <p>Critically synthesise information from a wide variety of domains, uses expert knowledge of the policy area and applies sound judgement to draw conclusions</p> <p>Integrate up-to-date information and evidence across relevant policy areas and disciplines to develop new insights and innovative policy solutions despite the imperfections and uncertainty of evidence</p> <p>Lead engagement with delivery agencies, stakeholders and government agencies on complex/sensitive policy issues and manages the landing of advice/proposals</p> <p>Drive the use of leading-edge qualitative and quantitative frameworks</p> <p>Communicate complex issues and concepts clearly and succinctly</p> <p>Provide authoritative policy advice that recognises the choices and constraints Ministers face, anticipates needs, predicts and plans for potentially controversial or politically sensitive issues, and presents frank advice, even if that advice tests Ministers views and preferences</p>
<p>Work Management</p>	<p>Use project planning and management techniques to effectively carry out the agreed policy work, within the resources available and provides timely reports on progress.</p> <p>Lead multiple pieces of work concurrently and actively and independently plans and manages work load</p> <p>Take a leadership role in cross-Policy Unit and cross-government policy projects</p> <p>Chair and contribute to meetings, including where matters are complex or sensitive, require negotiation or solutions</p>
<p>People leadership</p>	<p>Lead project teams and understand and utilise the capability of team members to deliver high quality project outputs</p> <p>Provide leadership that engages and motivates others to succeed and develop, and proactively share knowledge and ideas</p> <p>Provide intellectual leadership by bringing new ideas and knowledge to policy discussions and leads strategic conversations in the policy area</p>

Accountability areas	Activities
	<p>Provide supervision, guidance, coaching and mentoring and on-the-job training to team members</p> <p>Contribute to the performance of the team through providing peer review and quality control including projects and tasks that the Principal Policy Advisor is not leading</p>
Engagement with whānau, hapū, iwi	<p>Have effective relationships with and work collaboratively alongside whānau, hapū, iwi on policy development, including through collaborative and co-design processes</p> <p>Plan and facilitate policy consultation processes</p> <p>Lead and advise others on engagement and partnership with Māor.</p> <p>Develop and deliver effective communications on Government initiatives and programmes</p> <p>Ensure the position of Te Papa Atawhai and the Crown is properly presented</p>
Stakeholder and Customer Engagement	<p>Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations.</p> <p>Effectively influence on domain topics through engagement and communication with senior stakeholders.</p> <p>Manage relationships at a senior level across the policy system and with key stakeholders outside of government to ensure that the Department is well connected.</p> <p>Lead engagement with delivery agencies, stakeholders and government agencies on complex/sensitive policy issues.</p> <p>Effectively influence through engagement and communication with senior stakeholders on domain topic.</p> <p>Open doors and remove roadblocks for policy team members.</p> <p>Represent DOC and coordinate cross-agency initiatives within own area of responsibility</p>
DOC and Team Contribution	<p>Display good team member behaviours</p> <p>Contribute to an inclusive, trusting and respectful team environment.</p> <p>Share information and insights to ensure colleagues are well-informed about issues affecting the agency, government and wider policy eco-system</p> <p>Work with managers to deliver against organisational priorities, and to further the objectives of the team</p> <p>Behave in a way that aligns with DOC's values</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>
Capability development	<p>Take responsibility for own professional development of core, transferable policy skills and seek opportunities to learn</p>

Accountability areas	Activities
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>

Capabilities required for success in the role

The capabilities for a Principal Policy Advisor are described at a level required for full competence in the role. Capabilities build on levels required at a Senior Policy Advisor level.

Refer to the Policy Skills [Framework](#) for the indicators of policy knowledge, skills, and behaviours.

Capabilities for a Principal Policy Advisor are mainly at the "Expert/Leading" level.

Capabilities		Practising-P, or Expert/Leading E/L
Knowledge	Domain knowledge	Practising or Expert/Leading
	Government systems and processes	Expert/Leading
	Political context and priorities	Expert/Leading
Applied skills	Evidence, insights and evaluation	Expert/Leading
	Analysis	Expert/Leading
	Design for implementation	Expert/Leading
	Advise and influence	Expert/Leading
	Strategic thinking	Expert/Leading
	Feedback and coaching	Expert/Leading
	Communications	Expert/Leading
	Plan and manage work	Expert/Leading
	Engagement and collaboration	Expert/Leading
Behaviour	Improvement and innovation	Practising or Expert/Leading
	Agility	Expert/Leading
	Political savvy	Expert/Leading

Māori-Crown relationships capability and engagement

Refer to the [Te Arawhiti Capability Framework](#).

Te Arawhiti Specialist Capabilities	Comfortable, or Confident, or Capable
Treaty of Waitangi analysis	Capable
Knowledge of Treaty Settlement Commitments	Confident



Te Arawhiti Specialist Capabilities	Comfortable, or Confident, or Capable
Data and evidence	Confident
Engagement with Māori	Confident
Partnership capability	Confident/Capable

Relationships

External

- Ministers' offices
- Ministries eg Ministry for the Environment, Ministry of Primary Industries
- Treaty Partners, iwi/Māori
- Key policy stakeholders

Internal

- Peers and colleagues
- Senior Managers
- Legal Services

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).