

Position Details	
Position Title	Senior Policy Advisor
Manager's Title	Policy Manager
Manager Once Removed	Director, Policy
Unit/Group	Policy Unit; Policy and Regulatory Services Group
Band	F
Date	February 2023
Approved by	Director, Policy

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 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

To lead development and delivery of conservation policy advice.

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
Policy Analysis, Advice and Design	Lead policy input to the development of government policy Lead complex policy analysis, advice and design, translating strategic intent into medium-term plans and activities Facilitate linkages between and across policy issues, organisations, and systems Lead policy perspectives in Group, inter-group workstreams, projects and ad hoc requests Provide advice on policy implementation and ongoing advice and assistance to resolve any issues Scan, anticipate and respond to changes in government priorities and pressures throughout the Parliamentary and election cycle, and to trends or significant shifts in context Prepare departmental and ministerial correspondence, reports, speech notes, cabinet papers, responses to parliamentary questions, Select Committee Commission and/or execute monitoring and evaluations, and build findings into policy development	You develop robust policy advice that meets the needs of the Department and the Minister You translate complex evidence into insightful analysis that supports advice You apply knowledge of te ao Māori and Te Tiriti o Waitangi to analysis, advice, and design You effectively communicate policy advice to a wide range of audiences You systematically identify and address internal and external issues, challenges and risks that could affect implementation You apply expert knowledge to lead others in developing strong evidence-informed policy
Engagement with whānau, hapū, iwi	Build and maintain effective relationships with and work collaboratively alongside whānau, hapū, iwi on policy development, including through collaborative and co-design processes Plan and facilitate policy consultation processes Lead and advise others on engagement and partnership with Māori Develop and deliver effective communications on Government initiatives and programmes Ensure the position of Te Papa Atawhai and the Crown is properly presented	You effectively apply Te Arawhiti guidelines for engagement with Māori You ensure engagement in accordance with tikanga Māori You apply partnership principles of Te Tiriti o Waitangi to engagement
Engagement and collaboration	Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations	You work effectively with colleagues and provide

Accountability areas	Activities	Performance indicators
	Represent the Department on national and international forums as appropriate Communicate policy to a wide range of audiences Build relationship capital to understand diverse expectations, co-create solutions and support implementation Plan, and facilitate policy consultation processes Develop effective communications on Government initiatives and programmes Contribute to ensuring the position of Te Papa Atawhai and the Crown is properly presented	effective and reliable support You sustain trust-based relationship with ministers, other decision-makers and key stakeholders You encourage and enable a customer-centric ethos reflecting the diverse needs You present information in a variety of settings and in a way that captures and inspires audiences.
Work Planning Management and Delivery	Work with team manager and senior managers to deliver against organisational priorities, and to further the objectives of the Policy Unit Lead development of complex or sensitive policy projects to successful delivery Establish and manage clear and meaningful governance and decision-making arrangements Proactively identify and constructively manage issues and risks and take remedial actions Manage and prioritise conflicting demands Deliver on tasks as set out in work plans, annual expectations, task assignments and Monthly Operating Reviews (MOR) Manage knowledge and information to ensure it is secure, current and appropriate access protocols are applied	Work plans are delivered on time, to specifications and within budget You report progress on projects as required You apply project management principles agilely in response to uncertainty and change Managers are aware of obstacles to achievement of performance goals You adhere to DOC's project and information management protocols
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	You comply with the Department's Health and Safety policy and guidelines

Accountability areas	Activities	Performance indicators
	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	
DOC and Team Contribution	Display good team member behaviours Contribute to an inclusive, trusting, and respectful team environment Share information and insights to ensure colleagues are well-informed about issues affecting the agency, government and wider policy eco-system 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 kaupapa 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 model for others effective ways of giving and receiving constructive feedback and challenge You are seen as a team player and create learning opportunities for others You can tell the 'Conservation Story' at your place i.e. how your work is contributing to the stretch goals You have effective relationships across DOC

Capabilities

The capabilities for a Senior Policy Advisor are described at a level required for full competence in the role.

The Policy Skills Framework <https://dpmc.govt.nz/publications/policy-skills-framework-html> describes the mix of knowledge, skills, and behaviours a modern policy practitioner requires. The Senior Policy Advisor requires skills at the "Practising" and some at "Expert/Leading" levels to be fully competent in the Senior role. Capabilities build on levels required at Graduate and Policy Advisor levels.

We also draw upon the Te Arawhiti Māori-Crown relationships capability and engagement frameworks <https://www.tearawhiti.govt.nz/assets/Tools-and-Resources/Maori-Crown-Relations-Capability-Framework-Individual-Capability-Component.pdf>. Senior Policy Advisors are expected to achieve "Confident" level in core and specialist competencies.

Key capabilities required for a Senior Policy Advisor at Practising-Leading level

Domain knowledge

- Subject leader for DOC in the domain
- Understands mātauranga Māori relevant to subject area

Analysis, Advice and Design

- Understands and leads others in the effective processes of policy proposals
- Skilled at gaining clarity from senior stakeholders to shape policy directions and programmes
- Applies the Treaty and application of principles to policy work
- Scans, anticipates, and responds to changes in priorities, pressures, trends and significant shifts in context
- Applies expert knowledge to lead others in developing strong evidence-informed policy
- Can commission and/or execute monitoring and evaluations and build findings into policy development
- Able to translate complex evidence into insightful analysis that supports advice
- Employs deep critical thinking skills, breakthrough methods to find solutions to challenging problems
- Leads decisions on the choice of policy instruments using rigorous criteria and proven design frameworks so that options are feasible
- Has credibility and a reputation as a 'trusted' advisor

Collaboration and engagement

- Able to apply Te Arawhiti Engagement Framework and guidelines
- Conducts self appropriately in engagement with Māori
- Adept at building alignment and alliances between competing interests and agendas
- Produces eloquent written communication that persuades and inspires
- Reliably represents the interests of DOC, even in uncertain territory

Work Planning, Management and Delivery

- Translates strategies, priorities, and issues into policy projects with clear intent and direction of travel, scope, and level of resources
- Translates strategic intent into medium-term plans and activities
- Applies 'right touch' project management principles to ensure desired outcomes are delivered on time and to the right level of quality
- Manages and prioritises conflicting demands – leads the way in adjusting priorities, redeploying resources and recovering from setbacks

Improvement and innovation

- Seeks opportunities to add value. Uses evaluation and lessons learned to improve future performance and provide fresh perspectives
- Can lead the 'idea-to-innovation' process
- Promotes a culture of being receptive to diverse thinking, insights and new information
- Creates learning opportunities for other staff



Relationships

External

- Ministers' offices
- Ministries eg MFE, MPI
- Natural Resources Sector and other Government agencies
- Treaty Partners, iwi/Māori

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).