

Role Description

Details	
Title	Statutory Land Management (SLM) Advisor
Manager Title	Land Regulatory Delivery Manager
Directorate and Group	Treaty Negotiations and Land, Policy and Regulatory Services
Band	D
Date	July 2023
Approved By	Director Treaty Negotiations and Land

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

To undertake processes associated with the control, status and management of public conservation land in accordance with statutory obligations of the Acts of Parliament administered by DOC.

Key working relationships

Internal	External
District Operations staff	Treaty partners
Staff across Policy and Regulatory Services group	Toitū Te Whenua Land Information New Zealand (LINZ)
Legal Services	Solicitors
	Accredited Crown property service providers
	Territorial authorities i.e. regional and city councils managing reserves
	Reserve Administering bodies
	Te Arawhiti

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....
Land management and support and advice	<p>Providing quality, professional, and timely advice to internal and external customers</p> <p>Investigating and providing advice on the status of land DOC manages</p> <p>Managing changes to the status and classification of land</p> <p>Undertaking processes to acquire or dispose of land and exchanges under both the Reserves and Conservation Acts</p> <p>Processing applications for statutory consents in relation to land under the Public Works Act and the Reserves Act</p> <p>Completing pre and post Treaty of Waitangi settlement actions and updating the government's national treaty settlement database</p> <p>Appointment of administering bodies for reserves</p>

Accountability	This includes....
	<p>Charging application processing fees and/or cost recover time; where applicable</p> <p>Preparing Ministerial briefings, Director General status updates and internal communications as required</p> <p>Preparing response(s) to Official Information Act and media requests as required</p>
Systems and processes	<p>Contributing to the development and improvement of SLM systems and processes</p> <p>Ensuring DOC's land management database records are accurate and kept up to date</p>
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>
Work management and delivery	<p>Delivering on work plans, performance expectations, and task assignments focusing on SLM priorities and ensuring deadlines are met</p> <p>Ensure work is nationally consistent and best practice</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, knowledge, and qualifications	<p>Knowledge of land related legislation including; Cadastral Survey Act, Land Transfer Act, Public Works Act, Conservation Act and Reserves Act</p> <p>Able to impart policy and technical information clearly and concisely</p> <p>Tertiary qualification in land management and/or relevant work experience an advantage</p>
Collaboration, relationship building, communication and interpersonal skills	<p>Sound communication, negotiation, and relationship skills</p> <p>Ability to interact productively with a wide range of people</p>

Capabilities Required	
	<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>
DOC and team contribution	<p>Displays good team member behaviours</p> <p>Contributes to an inclusive, trusting and respectful team environment</p> <p>Identifies and suggests opportunities to do things differently</p> <p>Provides considered feedback and input to decision making</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> <p>High personal and professional standards and accuracy</p>
Treaty Partnership	<p>Understands where the Māori Crown relationship is important to DOC</p> <p>Understanding of Te Ao Māori and able to use day-to-day tikanga at work, e.g. waiata and pepeha</p> <p>Knows to seek advice or support when required</p>

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)