

Role Description

Title	Permissions Advisor
Manager's title	Fast Track Applications Manager; Permissions Team Lead
Directorate and Group	Regulatory Authorisation, Policy and Regulatory Services
Band	D
Date	May 2024
Approved by	Deputy Director-General. Policy and Regulatory Services

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 undertake the processing and on-going management of permissions from pre-application to final decision.

Accountabilities

Accountability Area	Activities	Performance Indicators
Permissions	<p>Develop and improve systems and processes</p> <p>Ensure local staff are trained in permission processes</p> <p>Administer systems and processes</p> <p>Work to a consistent national approach to processing permissions</p> <p>Provide quality, timely advice to decision makers on permissions.</p> <p>Support Operations on permission matters</p> <p>Contribute to the development of Operational Policy and best practice</p> <p>Maintain key relationships with applicants while the permission is being processed</p> <p>Contribute within your area of specialty to deliver results that are integrated well into the whole DOC business</p> <p>Scan the external environment for information, trends, best practices and innovation</p> <p>Support the implementation of best practise</p>	<ul style="list-style-type: none"> Your advice is actively sought, accepted and acted upon and feedback is positive about the appropriateness, timeliness, quality and outcome of the advice The advice and expert permissions assessments in accordance with statutory requirements are comprehensive, consistent and factually correct Your advice is in accordance with recognised standards of integrity and professional competence
Administration	<p>Comply with organisational systems and processes</p> <p>Comply with the Department's Health and Safety policy and guidelines and take all practicable steps to ensure your own safety and the safety of others in the workplace</p>	<ul style="list-style-type: none"> You comply with all mandatory systems You contribute to improving and streamlining organisational systems You report all incidents and hazards
Leadership	<p>Coach and develop others in your area of speciality</p> <p>Use sound judgment to make effective and timely decisions</p> <p>Identify priorities and spends own time on these priorities</p> <p>Behave with openness, professionalism and integrity upholding the principles of the Standards of Integrity and Conduct</p>	<ul style="list-style-type: none"> You identify opportunities to pass on knowledge and information that grows the capability of others Your decisions achieve the appropriate outcomes and are supportable You prioritise your work and focus on the most important activities You behave in accordance with the principles of the Standards of Integrity and Conduct

Accountability Area	Activities	Performance Indicators
Collaboration	<p>Build and maintain collaborative relationships internally and externally for the purpose of achieving greater conservation outcomes by:</p> <p>Place strong emphasis on anticipating, identifying and responding to customer/user needs</p> <p>Monitor relationships and resolving critical issues promptly</p> <p>Contribute positively to a high performing, engaged team</p>	<ul style="list-style-type: none"> You willingly share ideas, information, good practice and learnings with others to help make them successful. You are helpful and proactive when interacting with customers and users You willingly undertake your share of activities within your team to ensure effective delivery You maintain good working relationships internally and externally and raise issues with your manager when necessary
Learning	<p>Seek and act on learning opportunities to increase effectiveness in role</p> <p>Demonstrate effective learning as normal practice</p> <p>Support the learning and development of others</p>	<ul style="list-style-type: none"> You learn from experience and you share with others You actively look for development opportunities to grow your capability
Work Management	<p>Complete all duties and responsibilities in accordance with your Performance and Development Plan and as outlined in the work programme</p> <p>Deliverables reflect the Department's partnership with tangata whenua and support our functions under Section 4 of the Conservation Act</p>	<ul style="list-style-type: none"> Your work plans are delivered and tracked and managers are aware of obstacles to achievement of performance goals You report progress on deliverables, financial and non-financial indicators, risks and issues to your manager

For more detailed information about the role accountabilities refer to the Business Plan, Performance and Development Plan, and Operating Reviews of the position holder.

Capabilities

Capability Area	Competencies
Valuing the work of the role	<p>Commitment to Excellence</p> <p>Sets high personal and professional standards; assumes responsibility and accountability for the successful completion of projects, assignments or tasks. Consistently gives careful attention to all the detailed aspects of a role, shows a high concern for accuracy.</p> <p>Organisation and Role Connection</p> <p>There is a strong connection to the goals of the Department and an appreciation of the constraints within which these goals can be achieved. There is good alignment between what the individual enjoys and the role they are undertaking.</p>

Capability Area	Competencies
Leadership ability	<p>Building and Sustaining Collaborative Relationships Identifies, develops and sustains effective, productive, collaborative and outcome oriented relationships (internal and external to the organization) to achieve conservation goals. Working as one organization, actively engages in building relationships to share expertise and knowledge to achieve goals.</p> <p>Personal Leadership Builds trust with others; identifies and seizes opportunities to promote the work of the Department.</p> <p>Seeking Agreement Reaches agreement or gains acceptance of a particular course of action through effectively defining the benefits and exploring alternatives; uses effective interpersonal skills and demonstrates determination in achieving desired outcomes.</p>
Agile mind	<p>Analysis and Decision-Making Engages in thorough analysis through gathering relevant information; sees the ‘whole’ and the complexity of connections (this is a “systems thinking” approach to decision-making); takes into account factual information; develops robust recommendations and makes timely, sound decisions.</p> <p>Planning and Organising Plans and organises activities and projects for self and/or others; organises tasks to make best use of time and resources; and tracks achievement of key objectives.</p> <p>Situational Awareness Keeps abreast of science, political, economic, social and commercial imperatives and trends relative to their area of business; recognises opportunities and risks and responds appropriately.</p>
Emotional intelligence	<p>Communication Conveys information and ideas through a variety of mechanisms in a manner that engages key audiences and reflects the Department’s Vision, Values and Strategic Direction. This may include speaking, writing and listening and covers both formal and informal situations.</p> <p>Initiative/Innovation Develops new, innovative yet practical ideas, rethinking how to approach work. Takes action to achieve results beyond what is normally called for; looks for opportunities to improve own and the organization’s performance.</p> <p>Iwi, Stakeholder, Business and Community Focus Understands the needs of iwi, stakeholders, business and community; ensures they are listened to; ensures understanding of the rationale for decisions /findings made.</p> <p>Personal Effectiveness Maintains effective performance even when under pressure, (such as time pressure, shifting/conflicting priorities or job</p>

Capability Area	Competencies
	<p>ambiguity), when facing opposition from others or in an uncertain environment.</p> <p>Self Awareness</p> <p>Recognises one's emotions and feelings and their effects; recognises the impact of own behaviour on others; acts professionally at all times.</p>
Skilled use of relevant knowledge	<p>Health and Safety Awareness</p> <p>Promotes a culture where health and safety are seen as integral to success. Is aware of and takes into account conditions that affect own and others' health and safety.</p> <p>Knowledge Management</p> <p>Manages knowledge and information to ensure it is secure and to enable appropriate access by others in the organisation.</p> <p>Learning Agility</p> <p>Acquires, understands and applies new job-related information, knowledge and skills in a timely manner.</p> <p>Technical Knowledge & Skills</p> <p>Thorough understanding of the Department's legislation, policies and processes, particular as regards to permissions.</p> <p>Understanding of systems, SOPs and procedures relating to the processing of applications.</p> <p>Knowledge of the natural resource policy environment.</p> <p>Preferably has a university qualification in a related field.</p> <p>Ability to work in wider Government context across Departmental interests.</p> <p>Able to impart policy and technical information in a clear and concise manner.</p> <p>Working with Māori</p> <p>Engages with iwi and tangata whenua to achieve work goals aligned with the Principles of the Treaty of Waitangi; demonstrates an understanding of the implications of the Treaty on their work.</p>

Key Relationships

Internal
Staff throughout the organisation
Permissions Coordinators
Specialist advisors, providers of technical information
External
Resource users, applicants, and community and conservation interest groups

You are required to comply with the standard operating procedures of the Department. 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).