

Position Details	
Position Title	Policy Advisor
Manager's Title	Policy Manager
Manager Once Removed	Director, Policy
Unit/Group	Policy Unit; Strategy and Policy
Band	E
Date	December 2021
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 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 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

To develop conservation policy and 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	Provide input to the development of government policy Draft analysis and policy options using policy analytical frameworks and evidence Identify links between and across policy issues, organisations, and systems Contribute policy perspectives to Group, inter-group workstreams, projects and ad hoc requests Provide advice on policy implementation and ongoing advice and assistance to resolve any issues Monitor conservation and other legislation, and work with legal staff to contribute to legislative amendments as required Prepare departmental and ministerial correspondence, reports, speech notes, cabinet papers, responses to parliamentary questions, Select Committee responses and attendance Monitor and evaluate policy effectiveness	Your analysis and advice are clear, accurate, well-reasoned, evidence based, impartial and politically neutral Your analysis and advice accord with principles of Tiriti o Waitangi You incorporate end-user and implementation perspectives into your analysis and design You communicate complex policy issues clearly and succinctly to a range of audiences You demonstrate understanding of legislation, analysis techniques, development of advice and policy process
Engagement with whānau, hapū, iwi	Build and maintain effective relationships with and work collaboratively alongside whānau, hapū, iwi Engage effectively with whānau, hapū, iwi on policy development, including through collaborative and co-design processes, and through consultation	You receive positive feedback from whānau, hapū, iwi You apply understanding of te ao Māori and principles of Te Tiriti o Waitangi to analysis, advice, and design
Engagement and collaboration	Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations Plan, participate in and facilitate policy consultation processes Contribute to effective communications on Government initiatives and programmes Contribute to ensuring the position of Te Papa Atawhai and the Crown is properly presented	You work effectively with colleagues and provide effective and reliable support Your opinion is sought by others

Accountability areas	Activities	Performance indicators
Work Planning, Management and Delivery	Deliver on tasks as set out in work plans, annual expectations, task assignments and Monthly Operating Reviews Scope, plan, deliver and evaluate outcomes of assigned projects Report progress on projects as required Lead project workstreams and provide project coordination support as required for project managers of larger policy projects Proactively identify and constructively escalate issues and risks and initiate agreed remedial actions Manage knowledge and information to ensure it is secure, current and appropriate access protocols are applied	Your work is delivered on time, to specifications and within budget Managers are aware of obstacles to achievement of performance goals You adhere to DOC's information management protocols
Safety and Wellbeing	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	You comply with the Department's Health and Safety policy and guidelines
DOC and Team Contribution	Display good team member behaviours Share knowledge and expertise, and review the work of others Contribute to an inclusive, trusting, and respectful team environment 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 can tell the 'Conservation Story' at your place i.e. how your work is contributing to the stretch goals You are seen as a team player You have effective relationships across DOC

Capabilities

We provide support and training to achieve 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. Specialist skills in Māori/Crown relationships are also required

Policy Skills

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

Māori-Crown relationships - See [Te Arawhiti Capability Framework](#)

Te Arawhiti Specialist Capabilities	Level
Treaty of Waitangi analysis	Comfortable
Knowledge of Treaty Settlement Commitments	Comfortable
Data and evidence	Comfortable
Engagement with Māori	Comfortable
Partnership capability	Comfortable

Relationships

External

- Iwi, hapū and whānau
- Natural Resources Sector
- Other Government agencies
- Key stakeholder groups

Internal

- Policy Leadership Team and Policy Group
- Te Papa Atawhai Senior Leadership Team
- Legal Services
- Peers and colleagues



Department of
Conservation
Te Papa Atawhai

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).