

Role Description

Title	Principal Advisor Governance and Government Services
Manager Title	Director, Governance and Government Services
Group	Public Affairs
Band	T4-B
Date	October 2026
Approved By	Director, Governance and Government 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 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) serves to protect and restore nature spaces and species across Aotearoa.

At the heart of our success is our strong DOC culture, built on clear values. Our integrity grounds us, our connections take us further together, we empower ourselves and others to do the best work, so we achieve more for nature and New Zealand.

Role purpose

The purpose of this role is to provide strategic advice and day to day support to the Director Governance and Government Services (GGS) and the GGS leadership team.

Key working relationships

Internal	External
GGG Leadership team DDG Public Affairs and Chief Advisor Private secretaries Senior Leadership Team Public Affairs Director Directors and Managers across DOC	Ministers' offices Support GGS leadership team with relationships with other Government Agencies (E.g. Public Service Commission), and Crown agencies relevant to DOC's work

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	Including
Advice and support for the Director and GGS leadership team	Actively assisting the Director and GGS leadership team to develop and implement the strategic direction for GGS. This includes business planning, performance measurement, and associated reporting and insights. Supporting the Director, GGS leadership team to improve regulatory compliance and consistent high-quality performance of Ministerial and Parliamentary servicing, Ombudsmen investigations, Privacy and Official Information Act responses and formal public complaints. Including the identification of system and capability needs and efficiencies. Supporting the Director, GGS leadership team to deliver good governance, performance monitoring and assurance for statutory entities and boards. Ensuring the effective functioning of the GGS leadership team by leading joint projects and improvement initiatives, co-ordinating staff development investments, and co-ordinating joint activities such as directorate meetings and events. Assisting or leading the identification, recording, mitigations development and monitoring of GGS risks.

Accountability	Including
	Providing well-reasoned evidence-based analysis and insights to enable decision-making Co-ordinating the leadership of principal advisors in GGS. Ensuring the smooth functioning of the Minister's office(s) by supporting the Director to maintain effective private secretary service delivery. Completing environment scanning (internal, external and global) to identify opportunities and risks relevant to the business of GGS and enable timely and appropriate advice to DOC's Senior Leadership Team, Ministers and Parliament. Applying the principles of good governance to support the Director perform their role
Business continuity, planning and delivery	Taking the lead on large GGS improvement projects and participating in Department-wide improvement projects as agreed with the Director Co-ordinating strategy and work planning for the GGS leadership team, including; managing plan development,, development of performance measures, quality assurance, and co-ordinating reporting Assisting the Director with setting budgets and financial reporting Contributing to a high-functioning Governance and Government Services Team, including supporting delivery during times of peak demand Anticipating, identifying and advancing performance improvement activities Designing, with others, innovative solutions to barriers to high performance Developing and maintaining the GGS directorate business continuity and health and safety plans and actions Taking a systems approach to services and products offered to enable the Directorate to operate an effective and efficient high value service
Collaboration and relationship management	Taking a proactive approach to supporting the Director in maintaining effective relationships between Ministers and DOC senior management Supporting relationship management at a senior level across the Department and with entities and stakeholders outside of the Department to enable the Department to build and maintain the trust and confidence of Ministers and the public Leading the representation and co-ordination of cross-agency initiatives in area of responsibility

Accountability	Including
	Building and maintaining effective relationships with key individuals and groups from relevant sectors and organisations
Work management and delivery	Prioritising time and effort against risk and impact and enabling others to do the same Delivering on tasks as set out in work plans, performance expectations, and task assignments Identifying and raising critical issues and risks and ensuring they are constructively addressed Managing knowledge and information to ensure it is secure, current, and appropriate access protocols are applied Taking all practical steps to ensure your own safety and the safety of others

Capability

Capabilities Required	
Specialist skills, knowledge, and qualifications	Thinks and acts strategically Applies a customer/client service focus to service design and delivery Highly developed analytical skills and an appreciation of the nuances in developing and implementing workable solutions to ambiguous and complex problems High level of written and communication skills, communicates clearly and with impact, influences at a senior level Builds and leverages relationships with a diverse range of stakeholders including working effectively with Ministers offices and statutory entities, non-government and government organisations Understands government and parliamentary processes Drives system and process improvements and supports innovation, mentoring and coaching Applies a business mindset to achieve efficiency, productivity and customer satisfaction Skills and experience leading, or supporting at a senior level, agency engagement with Ministers and Parliament
Collaboration, relationship building,	Works cooperatively and collaboratively with others; builds relationships with stakeholders and partners

Capabilities Required	
communication and interpersonal skills	Connects with others, builds trust and listens Shares information proactively and seeks to support others Communicates clearly and sensitively with a wide range of audiences Gains active participation and/or support for initiatives, from senior leaders, staff, and senior stakeholders
Delivering results	Judgement in applying knowledge of the situation and relevant context to make sound and unbiased decisions Plans, prioritises and organises to deliver on short and long-term objectives Manages and delivers on diverse priorities, effectively allocating time and resources Manages risk effectively through appropriate identification, categorisation, and evaluation and/or mitigation
Treaty Partnership	Understands where the Māori Crown relationship is important to DOC Comfortable engaging and working in partnership with iwi and tangata whenua Able to use day-to-day te reo and tikanga at work, e.g. waiata and pepeha Knows to seek advice or support when required

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).