

## Role Description

Role Details	
Title	Board and Statutory Support Officer
Manager Title	Statutory Manager
Directorate and Group	Central North Island Region; Regional Operations
Band	C
Date	June 2023
Approved By	Director, Regional Operations

### 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) 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

The purpose of this role is provide high quality support, services and project coordination to the Manager and Conservation Board.

## Key working relationships

Internal	External
Managers and staff in Operations Other Personal Assistants and Administrators in the Department Finance, Accounts and Payroll staff	Board Chair and members External contacts related to Manager's meeting and calendar arrangements Visitors Whānau, hapū and iwi Consultants and contractors Suppliers of goods and services Local businesses General public

## 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....
Personal Assistance to the Manager	Support meetings, training, and events; ensuring the Manager has the documentation to prepare, taking minutes/notes of meetings, invoicing, circulating papers, following up meeting action points, room and equipment bookings, organising meeting refreshments Manage telephone calls, emails, and correspondence and act or redirect as appropriate Draft routine correspondence as requested Provide efficient travel and accommodation reservation support Manage telephone calls, emails, and correspondence and act or redirect as appropriate Provide efficient travel and accommodation reservation support Undertake administrative functions including word processing, copying, and scanning documents and filing Assist with recruitment and payroll
Statutory process support and project coordination	Provide appropriate statutory process support and management for records and databases (permissions, Assyst, Risk Manager) as required Undertake administrative support for public engagement processes Co-ordinate and support Official Information Act, Ministerial and Parliamentary Question requests

Accountability	This includes....
Board support and administration	<p>Provide appropriate, timely and quality administrative service to the Conservation Board(s) in the Region as required</p> <p>Ensure website(s) are updated and newspapers ads placed for advising meeting schedules</p> <p>Manage correspondence in and out appropriately</p> <p>Ensure work plan, schedule of meetings, agenda and requests for board papers are completed in a timely manner</p> <p>Collate papers for meetings</p> <p>Ensure venue and catering for meetings are organised</p> <p>Attend meetings, workshops and field trips, take minutes and ensure minutes are distributed in a timely manner in consultation with the Manager</p> <p>Collate board members expense claims, arrange for approval by the Manager and process for payment</p> <p>Prepare correspondence on behalf of the Chair as required</p> <p>Undertake word processing, photocopying documents and filing associated with meetings and workshops</p> <p>Collate and co-ordinate board members input into a draft annual report and format</p> <p>Provide updated financial information to Manager and Board as appropriate</p> <p>Collate annual nomination schedules</p> <p>Provide administration assistance as required to the Regional Office</p> <p>Undertake fire control or other emergency responses to meet the Department's obligations when required</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> <p>Representing DOC and coordinate cross-agency initiatives within area of responsibility</p>
Work management and delivery	<p>Delivering on tasks as set out in work plans, performance expectations, and task assignments and operating reviews</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>A certificate in business/office administration or equivalent knowledge</p> <p>Knowledge and skills in Statutory Board management and support</p> <p>Knowledge and strong skills in office administration, secretarial, and administrative processes and services</p> <p>Discreet in dealing with confidential and sensitive material</p> <p>Advanced knowledge of Microsoft applications (including Word, Excel, PowerPoint, Internet Explorer, Outlook, and Teams)</p> <p>Uses initiative and independent judgement to deal with critical tasks, anticipates and solves problems</p> <p>A good understanding of the work of the Department</p> <p>Ability to quickly learn and work with new applications</p> <p>Good writing, editing and oral communication skills</p>
Collaboration, relationship building, communication and interpersonal skills	<p>Ability to interact productively with a wide range of people</p> <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>
Organisation contribution	<p>Provides considered feedback and input to decision making</p> <p>Identifies and suggests opportunities to do things differently</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 and meet timeframes</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>Comfortable engaging and working in partnership with iwi and tangata whenua and understands the implications of the Treaty on today's society and conservation</p> <p>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).