

## Role Description

Title	Regional Planner
Manager Title	Regional Planning and Performance Manager
Directorate and Group	Regional Directorates, Regional Operations
Band	E
Date	May 2024
Approved By	Deputy Director General, 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) 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 develop achievable integrated work plans for delivery and performance reporting based on translation of national strategies.

### 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
Prioritisation and planning	<p>Developing integrated regional plans which bring together at place the organisation's biodiversity, heritage, and visitor priorities alongside Treaty commitments</p> <p>Understanding conservation priorities and context across the Region</p> <p>Supporting Operations Managers and Districts with their annual planning processes and providing assurance these support 3-5-year outcomes</p> <p>Working with functional leads (e.g. Visitor, Biodiversity, Heritage Advisors) to ensure organisational priorities at place are understood by the region, and conversely that regional context is understood and taken into account in functional priorities</p> <p>Working with the Asset Management team to ensure alignment between regional asset strategies and delivery</p> <p>Supporting reprioritisation as necessary to take account of unplanned events</p> <p>Providing general day-to-day planning support and advice to the Managers and Director as required</p> <p>Supporting Capital projects and planning as required by the Manager</p>
Quality Assurance and Reporting	<p>Providing advice, support and coaching across the region to ensure effective planning and accurate performance reporting</p> <p>Reviewing evidence of progress towards output targets and outcomes, and provide the Director and Managers with assurance on regional and district performance in the agreed operating rhythms</p> <p>Providing second level quality assurance against work programmes delivered in line with NFPL reporting requirements</p> <p>Contributing to regular and ad hoc regional reports that analyse operational and capital project delivery trends, issues, risks, and opportunities for improvement (with appropriate recommendations)</p>
Collaboration and relationship management	<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 coordinating 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</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>

<b>Accountability</b>	<b>Including</b>
	Taking all practical steps to ensure your own safety and the safety of others in the workplace

## Capability

Capabilities required	
Specialist skills, knowledge, and qualifications	<p>Sound knowledge of conservation management, including national strategies and prioritisation frameworks for our biodiversity, heritage and visitor work</p> <p>Working knowledge and understanding of Treaty Settlement and implementation context</p> <p>Experienced in the use of business planning and financial management systems and processes</p> <p>Good understanding of asset management principles and practices</p> <p>Excellent communicator, verbally and in writing</p> <p>Ability to present data analysis and insights to inform business decisions</p> <p>Ability to collaborate with people across a wide range of topics and integrate information into digestible formats</p>
Collaboration, relationship building, communication and interpersonal skills	<p>Interacts productively with a wide range of people</p> <p>Seeks and considers other perspectives</p> <p>Works effectively to solve problems, 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 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>Able to use day-to-day te reo and tikanga at work, e.g. waiata and pepeha</p> <p>Knows to seek advice or support when required</p>

### Key working relationships

Internal	External
Operations Planning and Performance Manager Regional Planning and Performance Advisor Other Regional Planners District Senior Rangers Biodiversity Liaison Officers Senior Heritage & Visitors Advisors Asset Specialists Other Technical Advisors	None

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).