

## Role Description

Title	Statutory Advisor
Manager Title	Statutory and Community Manager
Directorate and Group	Regional Operations
Band	E
Date	July 2025
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 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) 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 undertake the processing and on-going management of permissions and regulatory or ministerial tasks to deliver on conservation outcomes.

### 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 the Code of Conduct.

## Accountabilities

Accountability	Including
Regulatory processing and support	<p>Process regionally led permissions from pre-application to final decision.</p> <p>Develop and improve regional decision-making processes and efficiencies.</p> <p>Ensure district staff are trained in permissions processes.</p> <p>Provide visibility and clear communications on all regulatory matters relevant to districts.</p> <p>Coach and develop district staff in regulatory requirements and practices.</p> <p>Administer systems and processes to keep track of processing.</p> <p>Work to an approach which is consistent with national standards and application of legislative settings.</p> <p>Provide quality and timely advice to decision makers on permissions.</p> <p>Use sound judgment to make effective and timely <u>non-regulatory</u> decisions.</p> <p>Contribute to the development of operational policy and support the implementation of best practice.</p> <p>Establish and maintain connection with district staff to support iwi consultation to uphold Section 4 and treaty settlement requirements.</p> <p>Maintain key relationships with applicants while the permission is being processed, resolving critical issues promptly.</p> <p>Contribute within your area of speciality to deliver results that are integrated well into the whole DOC business.</p> <p>Complete other regulatory tasks as required, such as statutory land management, OIAs and ministerial requests.</p>
Collaboration and relationship management	<p>Working collaboratively with teams across the region, 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> <p>Build and maintain collaborative relationships internally and externally for the purpose of achieving greater conservation outcomes by placing a strong emphasis on anticipating, identifying and responding to customer/user needs.</p> <p>Contribute positively to a high performing, engaged team.</p>
Work management and delivery	<p>Delivering on tasks as set out in work plans, performance expectations, and task assignments.</p>

Accountability	Including
	<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.</p>

## Capability

Capabilities required	
Specialist skills, knowledge, and qualifications	<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>Proficient with all commonly used office applications i.e. Microsoft Office suite of products</p> <p>Critical thinker with strong problem-solving skills</p> <p>Engages in thorough analysis through gathering relevant information, takes into account factual and legislative information, develops robust recommendations and makes timely, sound decisions</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> <p>Understands the needs of iwi, stakeholders, business and community; ensures they are listened to and ensures understanding of the rationale for decisions/ findings made</p> <p>Strong communication skills</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 and wider context of role</p>
Delivering results	<p>Plans and organises work to deliver on objectives</p>

Capabilities required	
	High personal and professional standards and accuracy Timeframe driven, with a sense of urgency
Treaty Partnership	Understands where the Māori Crown relationship is important to DOC Need to be able to apply understanding of Te Tiriti to their area of work. 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

### Key working relationships

Internal	External
District community and leadership teams Regulatory and Community Manager Regulatory and Community team (Regional) Permissions Coordinators National Regulatory teams Specialist advisors, providers of technical information	Applicants Community and conservation interest groups Iwi and hapū

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).