

Role Description

Title	Regional Planning and Performance Advisor
Manager Title	Regional Planning and Performance Manager
Directorate and Group	Regional Units, Regional Operations Group
Band	F
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 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 provide advice for development of integrated 3–5-year outcome plans and lead improvement initiatives to ensure optimal delivery.

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
Performance improvement	<p>Analysing capacity and capability to identify risks and issues for the achievement of Regional integrated outcome plans, and recommending solutions</p> <p>Identifying opportunities to improve the achievement of conservation outcomes</p> <p>Leading improvement initiatives to optimise delivery of regional outcomes, such as through improved staff capability or stronger partnerships</p> <p>Reporting on regional progress against required outputs and outcomes, and provide Manager and Director visibility on risks of non-performance</p> <p>Identifying additional training and tools required by operations teams to deliver quality work</p> <p>Encouraging, sharing, and supporting best practice across the region for optimum delivery</p> <p>Providing planning advice and data analysis for the region</p> <p>Developing processes to create effective interaction between Regional Operations and other Business Groups' technical advisors and improvement focused staff to enhance the effective and efficient delivery of work</p> <p>Contributing to national improvement initiatives being led by the National Operations Unit.</p>
Prioritisation and planning advice and support	<p>Advising and supporting Operations Managers and district leadership teams, along with Planners to develop prioritised annual District work programmes within resource constraints</p> <p>Ensuring annual plans have a clear line of sight to the regional multiyear plan</p> <p>Supporting reprioritisation as necessary to respond to unplanned events</p> <p>Monitoring regional performance to identify risks and issues and proposing viable solutions</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>

Accountability	Including
	<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>

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>Skilled in the use of business planning and financial management systems and processes</p> <p>Good understanding of asset management principles and practices</p> <p>Competent at setting and maintaining organisational standards and processes</p> <p>Sound analysis and critical thinking skills</p> <p>Skilled in identifying and facilitating improvements</p> <p>Excellent communicator, verbally and in writing</p> <p>Proven 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
Regional Planners Operations Managers Technical and improvement focused Advisors within other Business Groups National Operations Unit Other Regional Planning and Performance 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).