

Position details	
Position Title	Senior Statutory Land Management (SLM) Advisor
Manager's Title	Team Lead SLM
Directorate and Group	Treaty Negotiations and Land, Policy and Regulatory Services
Salary Band	E
Date	October 2024
Approved by	Director, Treaty Negotiations and Land

## Public Service

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa

I āianei, 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.

## Te Kaupapa a Te Papa Atawhai

At Te Papa Atawhai, we express our spirit of service and serve Aotearoa through our purpose, *Papatūānuku Thrives*. This organisational strategy, Te Kaupapa a Te Papa Atawhai, puts nature and people at the heart of everything we do. Te Kaupapa is anchored by te reo Māori and te ao Māori, recognising that Te Tiriti o Waitangi and our relationship with our whānau, hapū and iwi are central to all our work.

## Role purpose

To act in a senior advisory role for the Statutory Land Management (SLM) function.

## Key accountabilities and deliverables

Responsibilities of this position are expected to change over time as DOC responds to changing needs. The incumbent will need the flexibility to adapt and develop as the environment evolves. This includes performing any other reasonable duties as required.

Accountability areas	Activities	Performance indicators
Senior Advice and Support	<p>Undertake work, including complex work for SLM from inception to completion to a high standard</p> <p>Provide quality, timely advice to decision makers</p> <p>Provide support, including operational support, and contributing to the</p>	<p>The advice and expert planning assessments are comprehensive, consistent and in accordance with recognised standards of integrity and professional competence</p>

Accountability areas	Activities	Performance indicators
	<p>development of operational policy and best practice</p> <p>Work to a consistent national approach to train and mentor staff</p>	<p>Feedback from key customers notes service and support is to agreed standards</p> <p>Training needs identified and high quality training provided</p>
Safety and Wellbeing	<p>Contribute to DOC's Health and Safety systems and practices, including Job Safety Analysis</p> <p>Contribute to a strong safety culture and achieving DOC's goal of developing an injury free workplace</p> <p>Take all practical steps to ensure your own safety and the safety of others in the workplace</p> <p>Take into account conditions that affect own and others' health and safety</p> <p>Take a proactive approach to managing your own and others' wellbeing</p>	<p>You comply with the Department's Health and Safety policy and guidelines</p>
Engagement with whānau, hapū, iwi	<p>Have effective relationships with and work collaboratively alongside whānau, hapū, iwi</p>	<p>You receive positive feedback from whānau, hapū, iwi</p>
DOC and Team Contribution	<p>Display good team member behaviours</p> <p>Contribute to an inclusive, trusting and respectful team environment</p> <p>Work with your supervisor/manager to deliver against organisational priorities, and to further the objectives of the team/district</p> <p>Use team process effectively</p> <p>Behave in a way that aligns with DOC's values</p> <p>Abide by DOC's standard operating procedures</p> <p>Work collaboratively with other teams across DOC and contribute effectively to cross-functional teams</p>	<p>You behave in accordance with the Standards of Integrity and Conduct</p> <p>You can tell the 'Conservation Story' at your place i.e. how your work is contributing to the stretch goals</p> <p>You are seen as a team player</p> <p>You have effective relationships across DOC</p>
Work Management and Delivery	<p>Deliver on tasks as set out in work plans, annual expectations, task assignments and MORs</p>	<p>Work plans are delivered on time, to specifications and within budget</p>

Accountability areas	Activities	Performance indicators
	<p>Identify critical issues and risks and ensure they are effectively raised and addressed</p> <p>Manage knowledge and information to ensure it is secure and to enable appropriate access by others in the organisation</p>	Managers are aware of obstacles to achievement of performance goals
Stakeholder/Customer Engagement	<p>Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations</p> <p>Represent DOC and coordinate cross-agency initiatives within own area of responsibility</p>	<p>Your opinion is sought by others</p> <p>You receive positive feedback from customers and stakeholders</p>

## Capabilities

Thinking strategically: Sees the bigger picture; keeps abreast of trends; and aligns work with DOC's vision and strategy

Communication and influence: Communicates in a clear and engaging manner and gets others on board

Enhancing organisational performance: Identifies and suggests opportunities to do things differently

Building relationships: Works cooperatively and collaboratively with others across DOC; builds relationships with external stakeholders and partners; and works effectively with local whānau, hapū and iwi

Political savvy: Shows political awareness

Developing others: Shares learnings and experiences with others

Managing work priorities: Plans and organises work to deliver on objectives

Commitment to excellence: Sets high personal and professional standards, and shows a high concern for accuracy

Demonstrating understanding of the Treaty of Waitangi: Demonstrates an understanding of the implications of the Treaty on today's society and conservation

Demonstrating understanding of Māori Tikanga and protocols: Demonstrates comfort engaging and working in partnership with iwi and tangata whenua

Situational awareness: Displays knowledge and awareness of situations; identifies relevant context to develop robust recommendations and make sound decisions

Honesty: Is honest

Courageousness: Displays integrity and a willingness to speak up

Resilience: Displays composure and a sense of perspective when the going gets tough

Curiosity: Displays openness to different perspectives

Engaging others: Connects with others, builds trust and listens

**Achieving ambitious goals:** Is committed to delivering on objectives

**Self-awareness and agility:** Understands self and adapts to change; is development focused

### Specialist skills and experience

- Indepth knowledge and expertise of SLM and land related legislation including Cadastral Survey Act, Land Transfer Act and Public Works Act and conservation legislation and policy
- Thorough indepth knowledge of the natural resource policy environment including local government
- Ability to impart policy and technical information in a clear and concise manner
- A tertiary qualification in a related field would be advantageous but not essential
- Highly analytical
- Ability to work in a pressured environment

### Relationships

#### External

- National and local stakeholders
- Central and local government and other agencies particularly LINZ
- Relevant consultants

#### Internal

- Peers and colleagues throughout DOC
- Other Shared Service staff
- Science and Policy staff

You are required to comply with the standard operating procedures of DOC. In addition you must comply with the financial, human resources, legal and other delegations set out in Standard Operating Procedures, policies and instructions (refer to the Intranet for further information).