

## Role Description

Role Details	
Position Title	Information Analyst
Manager's Title	Senior Information Analyst, Ngā Whenua Rāhui
Manager Once Removed	Amokapua Tūhono (Engagement Manager), Ngā Whenua Rāhui
Group	Treaty Relations Group
Position Number	7000/12301
Tier and Band	Tier 5, Band E
Date	October 2025
Approved by	Kaihautū, Ngā Whenua Rāhui

## Public Service

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

I āiane, 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 hāpori, 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.

## Te Kaupapa a Ngā Whenua Rāhui

The Ngā Whenua Rāhui unit manages contestable Ministerial funds to support the voluntary protection of indigenous biodiversity on whenua Māori. Its kaupapa is to safeguard the full range of indigenous biodiversity remaining on privately owned Māori whenua, while enabling landowners to uphold their tikanga and exercise tino rangatiratanga.

## Hēteri-ā-Nuku

Hēteri-ā-Nuku sits within this directorate. The programme is a 1 year cadetship that develops and inspires the next generation of Māori environmental and conservation leaders, both in the field and corporate space.

### Role Purpose

To provide data and information management and systems development support to the wider Ngā Whenua Rāhui unit including the Ngā Whenua Rāhui Komiti.

### General

Employees are required to respond to Ngā Whenua Rāhui and 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....
Leadership	<p>Provide specialist advice on conservation activities and cultural values to Ngā Whenua Rāhui staff and the Komiti</p> <p>Positively represent Ngā Whenua Rāhui and demonstrate effective leadership in support of the fund</p> <p>Reinforce the NWR Komiti strategy to grow indigenous biodiversity and cultural values with whānau, hapū and iwi</p> <p>Share knowledge and best practices to build capability and support continuous improvement</p> <p>Identify and respond to critical issues, risks, and opportunities</p> <p>Recommend and implement innovations that enhance conservation outcomes</p> <p>Support landowner capability development through guidance and collaboration</p> <p>Contribute to the growth and improvement of conservation initiatives</p> <p>Raise team performance concerns with the Team Lead as needed</p>
Collaboration, relationship building, communication and interpersonal skills	<p>Collaboration</p> <ul style="list-style-type: none"><li>- Work with colleagues to deliver on cultural outputs and outcomes</li><li>- Contribute positively to a high performing, engaged team</li><li>- Work effectively with peers to solve problems, and provide support</li><li>- Foster cross-team collaboration across Ngā Whenua Rāhui and DOC</li><li>- Share information proactively to support others and strengthen team effectiveness</li></ul> <p>Relationship Building</p> <ul style="list-style-type: none"><li>- Prioritise positive, collaborative relationships across internal and external partners and stakeholders</li><li>- Develop and sustain strategic networks, share expertise, and actively listen to ensure diverse perspectives are reflected in decisions that support conservation outcomes</li></ul> <p>Communication</p> <ul style="list-style-type: none"><li>- Work with your Manager to incorporate stakeholder feedback and improve service delivery</li></ul>

	<ul style="list-style-type: none"> <li>- Design and facilitate opportunities for stakeholders, non-government organisations and education providers to actively participate in conservation efforts</li> <li>- Communicate professionally and collaboratively with internal and external stakeholders</li> <li>- Deliver clear, engaging messages across various formats – written, verbal and visual – that reflect Nga Whenua Rāhui's Vision, Values and Strategic Direction</li> </ul> <p>Interpersonal Skills</p> <ul style="list-style-type: none"> <li>- Work in a way that inspires trust, respect, and continuous improvement in performance</li> <li>- Seek and consider diverse perspectives</li> </ul>
Health, Safety and Wellbeing	<p>Contribute to Ngā Whenua Rāhui and DOC's health and safety systems and practices</p> <p>Contribute to a strong safety culture and achieving an injury free workplace</p> <p>Take a proactive approach to managing your own and others' wellbeing</p> <p>Comply with the Department's Health, Safety and Wellbeing policy and guidelines</p>
Functional Area	<p>Scan the external environment for information, trends, best practices and innovation</p> <p>Contribute within your area of specialty to deliver results that are integrated well into the whole Ngā Whenua Rāhui and DOC business</p> <p>Identify training needs within Ngā Whenua Rāhui and work with your Team Lead to develop training solutions</p> <p>Advice and Support</p> <ul style="list-style-type: none"> <li>- Contribute to the development of tools, processes and operational plans that support Nga Whenua Rāhui's strategic direction</li> <li>- Provide accurate and timely statistical reporting to support decision making</li> <li>- Coordinate staff to maintain and update databases, ensuring integrity and quality standards are met</li> <li>- Monitor data quality and support to meet agreed standards</li> <li>- Stay informed on emerging trends, innovations, and best practices relevant to the role</li> <li>- Participate in cross-programme and multidisciplinary teams to provide research, advice, and services as required</li> <li>- Recommend and support the use of applicable technologies to enhance strategic outcomes</li> </ul>
Managing the work	<p>Complete all duties and responsibilities in accordance with Performance and Development Plans, and as outlined in the work programme</p> <p>Develop and maintain plans to deliver agreed outcomes</p> <p>Identify how priorities and required outcomes will be achieved</p> <p>Manage competing priorities and set defined goals</p>

## Capabilities

Specialist Skills, Knowledge and Qualifications	<p>Manage and analyse large, complex datasets</p> <p>Demonstrate strong analytical and prioritisation skills, with the ability to</p>
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	<p>synthesise information and recommend appropriate actions</p> <p>Familiarity with ArcGIS Online administration and content management</p> <p>Proficient in ArcGIS Pro, including working with data from AGOL, data editing, and data creation</p> <p>Knowledge of ESRI field data collection tools (field maps, Survey123, QuickCapture) and other ESRI applications (Experience Builder, story maps, dashboards)</p> <p>Strong analytical skills, with the ability to collaborate with team leads to inform decision-making and resource allocation</p> <p>Apply cartographic principles to produce clear, high-quality maps</p> <p>Maintain attention to detail with a methodical, systems-oriented approach</p> <p>Adapt quickly to new software tools and technologies</p> <p>Self-motivated and able to plan and organise work in line with annual and long-term goals</p> <p>Hold a current full driver licence</p>
Valuing the work of the role	<p>Demonstrate high personal and professional standards, taking ownership and accountability for the successful delivery of projects, assignments, and tasks</p> <p>Pays close attention to detail and maintains a strong focus on accuracy and quality</p> <p>Shows a strong alignment with the goals of Ngā Whenua Rāhui and the Department, with an understanding of the practical constraints and context in which these goals are pursued</p>
Agile mind	<p>Analysis and Decision-Making</p> <ul style="list-style-type: none"> <li>- Apply systems thinking to decision-making by gathering and analysing relevant information, understanding complex interconnections, and developing well-informed, timely recommendations.</li> </ul> <p>Planning and Organising</p> <ul style="list-style-type: none"> <li>- Plan and organise activities and projects for self and/or others; organise tasks to make best use of time and resources; and track achievement of key objectives.</li> </ul> <p>Situational Awareness</p> <ul style="list-style-type: none"> <li>- Keep abreast of science, political, economic, social and commercial imperatives and trends related to area of business.</li> <li>- Recognise opportunities and risks and respond appropriately.</li> </ul>
Emotional intelligence	<p>Initiative/Innovation</p> <ul style="list-style-type: none"> <li>- Drive innovation and continuous improvement by generating practical new ideas, proactively enhancing work approaches, and seeking opportunities to exceed personal and business performance expectations.</li> </ul> <p>Personal Effectiveness</p> <ul style="list-style-type: none"> <li>- Demonstrate resilience and maintain high performance in demanding situations, including time constraints, shifting or conflicting priorities, ambiguity, and opposition</li> </ul> <p>Self-Awareness</p> <ul style="list-style-type: none"> <li>- Understands and manages own emotions; recognises the impact of behaviour on others</li> <li>- Consistently maintains professional conduct</li> </ul>

### Key working relationships

Internal	Kaimahi and managers of Ngā Whenua Rāhui, and Department of Conservation staff
External	Landowners, trusts, and neighbours Whānau, hapū and iwi Contractors and service providers Local partners (e.g. council, local businesses, and community agencies) Specialist positions in local or regional agencies General public, and neighbours

### Authorities

You are required to comply with the standard operating procedures of the Department. 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).

APPROVED:

Name

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Date

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