

## Role Description

|                       |                                                         |
|-----------------------|---------------------------------------------------------|
| Title                 | Iwi Strategy and Partnerships Business Partner          |
| Manager Title         | Kaihautū Strategy and Policy (Treaty)                   |
| Directorate and Group | Iwi Strategy and Partnerships                           |
| Direct Reports        | none                                                    |
| Band                  | T4                                                      |
| Date                  | 7 April 2026                                            |
| Approved By           | Deputy Director-General, Iwi Strategy and Relationships |

## Public Service

Ka mahitahi mātou o te ratonga tūmatanui 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 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 act as a trusted strategic adviser and partner to DOC leaders and managers, providing high-quality Treaty, iwi partnership analytical support and advice that strengthens how DOC works with iwi, hapū and whānau.

This Iwi Strategy and Partnerships role supports leaders to understand Treaty settlement commitments, Section 4 obligations, iwi aspirations and partnership expectations, ensuring these are integrated into planning, advice and decision-making. The role gives effect to the Treaty Operating Model.

The role helps the business group navigate complex iwi-DOC dynamics and issues, identify opportunities to give effect to the principles of the Treaty of Waitangi in our work and support partnership opportunities. As a Partner, the role operates at a strategic advisory level consistent with the Treaty Operating Model.

### Key working relationships

| Internal                                                                                                                                       | External |
|------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <p>Directors and Managers</p> <p>Regional Treaty relationships and implementation staff</p> <p>Peers and colleagues across business groups</p> | TBC      |

### 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. This could include adjustment of the allocation of portfolios and responsibilities among members of the leadership from time to time.

As a leader you are visible, open, and engaging, proactive, and agile. You move towards problems and challenges and not create barriers or assume something is someone else's responsibility.

You are required to maintain a strict sense of personal ethics, maintain confidentiality and privacy, and abide by DOC's Code of Conduct.

### Key Accountabilities

| Accountability                                | Including ....                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategic Partnership and Planning            | <p>Provide strategic iwi partnership advice to support long-term planning and decision-making.</p> <p>Work with the business group to ensure that Treaty settlement commitments, Section 4 obligations and iwi aspirations are known, understood and that they inform DOC strategies and work programmes.</p> <p>Support senior leaders to embed iwi considerations into planning and delivery.</p> |
| Treaty Insight, Analysis and Decision Support | <p>Deliver high-quality Treaty and iwi partnership analysis and advice that identifies opportunities, risks and emerging issues.</p> <p>Analyse the Treaty implications of policy or operational proposals.</p> <p>Provide insight on engagement pathways, relationship risks and preferred iwi processes.</p> <p>Support robust, Treaty-aligned decision-making.</p>                               |

| Accountability                              | Including ....                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Performance, Reporting and Assurance        | <p>Identify gaps, risks and opportunities for improvement.</p> <p>Support internal assurance processes for Treaty settlement obligations.</p> <p>Ensure senior leaders receive accurate, timely and actionable advice and support.</p>                                                                                     |
| Value Creation and Partnership Optimisation | <p>Identify Treaty analysis and partnership opportunities that advance both conservation and iwi aspirations.</p> <p>Support leaders to allocate resources effectively for Treaty and partnership purposes.</p> <p>Encourage early, mana-enhancing engagement to support shared value.</p>                                 |
| Business Enablement and Capability Building | <p>Provide coaching and advice on complex Treaty issues guided by the Treaty Operating Model and strategic direction and intent. .</p>                                                                                                                                                                                     |
| Collaboration and Governance                | <p>Act as a conduit between Iwi Strategy &amp; Partnerships and DOC groups to seek solutions, advice and provide analytical support.</p> <p>Ensure consistent Treaty practice and aligned Treaty advice and analysis across the organisation.</p> <p>Support cross-agency collaboration on Treaty system improvements.</p> |
| Stakeholder Relationships                   | <p>Build trust-based relationships with iwi, hapū and Māori organisations as required.</p> <p>Support constructive engagement and early issue resolution.</p> <p>Seek feedback to strengthen DOC's partnership approach.</p>                                                                                               |
| Treaty Partnership                          | <p>Understand Crown-Māori relationship duties and Treaty settlement implications particularly as they relate to your business group.</p> <p>Use tikanga appropriately in day-to-day work.</p> <p>Seek advice where needed; uphold mana and cultural safety.</p>                                                            |

## Capability

| Capabilities Required                            |                                                                                                                                                                                           |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Specialist skills, knowledge, and qualifications | <p>Deep understanding of Te Tiriti o Waitangi, Crown-Māori relationships and Treaty settlements, including context.</p> <p>experience working with iwi, hapū and Māori organisations.</p> |

| Capabilities Required                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                 | <p>Te ao Māori, tikanga and mātauranga Māori knowledge and experience</p> <p>Experience and knowledge of machinery of government and the broader Māori Crown relationship context.</p> <p>Strong advisory and analytical skills and experience in a Māori /Treaty partner context. Strong written communication skills.</p> <p>Skilled communicator and strategic advisor.</p> <p>Proven ability to build strong, trusted relationships.</p> <p>Skilled facilitator and negotiator.</p>                                                                                                                                |
| Treaty partnership                                              | <p>Understands the impact DOC and the wider public sector and government have on the Māori-Crown relationship</p> <p>Understands the obligations of the Crown under the Treaty of Waitangi as this relates to area of work</p> <p>Aware of the differences between Māori and non-Māori world views and knows how to access more knowledge</p> <p>Understands how Treaty settlement commitments impact area of responsibility</p> <p>A sound understanding of te ao Māori, te reo me ngā tikanga Māori</p>                                                                                                              |
| Collaboration and organisation leadership                       | <p>Works effectively to solve problems, gains trust easily and supports peers</p> <p>Demonstrates and fosters collaboration across teams</p> <p>Proactively informs, and provides frank advice on sensitive issues</p> <p>Has a broad understanding of government processes and politics and key interfaces with government and other public sector agencies</p> <p>Communicates clearly and with impact, and inspires, motivates, and influences</p> <p>Fosters culture of innovation, drives system and process improvements</p> <p>Leads cross-functional work and contributes to wider organisational outcomes</p> |
| Delivering results                                              | <p>Plans and organises work to achieve required deadlines</p> <p>Manages and delivers on diverse priorities, effectively allocating time and resources</p> <p>Manages risk effectively through appropriate identification, categorisation, and evaluation and/or mitigation</p>                                                                                                                                                                                                                                                                                                                                        |
| Relationship management, interpersonal and communication skills | <p>Works cooperatively and collaboratively with others; builds relationships with stakeholders and partners</p> <p>Connects with others, builds trust and listens</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

| Capabilities Required         |                                                                                                                                                                                                                                                                                                                   |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                               | <ul style="list-style-type: none"> <li>Shares information proactively and seeks to support others</li> <li>Communicates clearly and sensitively with a wide range of audiences</li> <li>Gains active participation and/or support for initiatives, from senior leaders, staff, and senior stakeholders</li> </ul> |
| Decision making and reasoning | <ul style="list-style-type: none"> <li>Integrates wide ranging information to support effective decision making</li> <li>Seeks different perspectives to check for and mitigate unconscious bias</li> </ul>                                                                                                       |

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).