

Role Description

Title	Principal Advisor Treaty Policy
Manager Title	Kaihautū Strategy and Policy (Treaty)
Directorate and Group	Iwi Strategy and Partnerships
Direct Reports	none
Band	T4 B
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 Principal Advisor Treaty Policy is a senior specialist role responsible for leading the development and stewardship of DOC's Treaty policy settings. The role strengthens how Te Tiriti o Waitangi/the Treaty of Waitangi is given effect across the Department by ensuring:

- Section 4 of the Conservation Act is clearly understood and appropriately applied across DOC's policy and operational work.
- DOC upholds Treaty settlement obligations and Crown commitments in conservation.

- Te ao Māori perspectives, values and knowledge meaningfully shape DOC's policy direction.

The role provides high-quality, authoritative advice, leads complex policy work, and supports consistent Treaty-aligned decision-making across the organisation. As a Tier 4 role, it influences outcomes through expertise, collaboration and strong relationships rather than through formal people leadership

Key working relationships

Internal	External
Operations Directors and Managers Regional Treaty relationships and implementation staff Peers and colleagues	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
Policy Leadership and Development	Leads and supports the design, development and review of Treaty policy frameworks, guidance and standards that support coherent and consistent practice across DOC. Provide high-quality analysis and both primary and secondary advice on the Treaty implications of new and emerging policy proposals, legislation and strategic initiatives. Ensure Treaty considerations and Section 4 obligations are integrated early and effectively into DOC's broader policy and planning processes.
Expert Advice and Quality Assurance	Prepare, quality-assure and provide authoritative advice for senior leaders, governance groups and cross-agency forums. Identify and communicate Treaty-related risks, impacts and opportunities, offering clear, practical recommendations.

Accountability	Including ...
	Support internal monitoring and assurance processes that track progress against Treaty and settlement commitments.
Relationships, Engagement and Influence	Work collaboratively with Kaihautū, Pou, Treaty Rangers and other internal partners to ensure Treaty policy settings reflect operational realities and support meaningful engagement with iwi, hapū and whānau. Develop constructive relationships with Treaty partners, settlement entities, central agencies and conservation sector partners. Represent DOC in specialist policy fora, contributing confidently and credibly to shared initiatives and system-wide improvements.
Strategy Alignment and Delivery	Translate strategic priorities into well-defined policy programmes and deliverables. Lead or contribute to complex, cross-agency work that supports better Treaty outcomes in the conservation system. Ensure implementation considerations are embedded in policy design and that delivery pathways are clear and achievable.
Capability and Knowledge Building	Support Treaty policy capability development across DOC through guidance, tools, wānanga, coaching and applied support. Embed te ao Māori, mātauranga Māori and tikanga-informed approaches into policy practices and processes. Contribute to a culture of confident, respectful and Treaty-aligned engagement across the organisation.

Capability

Capabilities Required	
Specialist skills, knowledge, and qualifications	<u>Essential</u> Deep knowledge of Te Tiriti o Waitangi, Crown-Māori relationships and Treaty policy within the public sector. Strong understanding of the Conservation Act and the practical implications of Section 4. Demonstrated experience leading complex policy projects and providing senior-level policy advice.

Capabilities Required	
	Ability to apply te ao Māori perspectives, mātauranga Māori and tikanga within policy development and analysis. Highly developed communication, facilitation and relationship-management skills. <u>Desirable</u> Proficiency or confidence in te reo Māori and understanding of tikanga Māori. Experience working with iwi, hapū, whānau or Māori organisations. Relevant tertiary qualification in law, public policy, Māori studies or a related field. Understanding of DOC's operating environment, Treaty settlements and conservation management.
Treaty partnership	Understands the impact DOC and the wider public sector and government have on the Māori-Crown relationship Understands the obligations of the Crown under the Treaty of Waitangi as this relates to area of work Aware of the differences between Māori and non-Māori world views and knows how to access more knowledge Understands how Treaty settlement commitments impact area of responsibility A sound understanding of te ao Māori, te reo me ngā tikanga Māori
Collaboration and organisation leadership	Works effectively to solve problems, gains trust easily and supports peers Demonstrates and fosters collaboration across teams Proactively informs, and provides frank advice on sensitive issues Has a broad understanding of government processes and politics and key interfaces with government and other public sector agencies Communicates clearly and with impact, and inspires, motivates, and influences Fosters culture of innovation, drives system and process improvements Leads cross-functional work and contributes to wider organisational outcomes
Delivering results	Plans and organises work to achieve required deadlines Manages and delivers on diverse priorities, effectively allocating time and resources

Capabilities Required	
	Manages risk effectively through appropriate identification, categorisation, and evaluation and/or mitigation
Relationship management, interpersonal and communication skills	Works cooperatively and collaboratively with others; builds relationships with stakeholders and partners Connects with others, builds trust and listens Shares information proactively and seeks to support others Communicates clearly and sensitively with a wide range of audiences Gains active participation and/or support for initiatives, from senior leaders, staff, and senior stakeholders
Decision making and reasoning	Integrates wide ranging information to support effective decision making Seeks different perspectives to check for and mitigate unconscious bias

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).