

Role Description

Role Details	
Title	Principal Advisor, Ngā Whenua Rahui
Manager Title	Kaihautū, Ngā Whenua Rahui
Directorate and Group	Ngā Whenua Rahui; Treaty Relationships
Band	G
Date	August 2026
Approved By	Deputy Director General, Treaty Relationships

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.

Te Kaupapa o Ngā Whenua Rāhui

The Ngā Whenua Rāhui unit manages contestable Ministerial funds that exist to facilitate the voluntary protection of indigenous biodiversity on whenua Māori. The kaupapa is to protect remaining indigenous biodiversity on privately owned Māori land that represents the full range of indigenous biodiversity originally present in the landscape. The fund enables and supports protection of indigenous biodiversity whilst supporting landowners to maintain their tikanga and tino rangatiratanga.

Ngā Whenua Rāhui also supports the Hētēri ā Nuku programme, 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

The purpose of this role is to lead and oversee the Strategy, Policy and Ministerial approval process for the Ngā Whenua Rāhui Fund.

Key working relationships

Internal	External
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Peers and colleagues Directors and Managers Ngā Whenua Rahui kaimahi at all levels	Whānau, hapū, and iwi Te Arawhiti, Office of Māori-Crown relations Māori landowners Government Agencies Māori Land Court Te Tumu Paeroa
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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	This includes....
Leadership and Integration	Lead Ministerial and Government services work for Ngā Whenua Rahui from review through to delivery and oversight, ensuring high quality outputs and timely completion of requirements Engage with Te Papa Atawhai senior leaders to identify issues in the specialist area for your unit Engage with kaimahi at all levels to ensure systems and processes are efficient, effective, and fit for purpose Lead design, development and implementation of significant initiatives and projects as assigned from scoping and planning through to implementation, oversight, and review Lead the review, implementation, and continuous improvement of Ngā Whenua Rahui Policy and Standard Operating Procedures (SOPs), ensuring alignment with Fund objectives, outputs, and legislative requirements Scope and plan initiatives appropriately, and consider organisational impact and implementation Shape and reinforce the design of systems and initiatives across the organisation Lead and facilitate collaboration on organisation on the design of solutions to create, implement and embed fit for purpose initiatives Evaluate and report on effectiveness of interventions and remediate issues as necessary Lead the design and implementation of cross sector initiatives as required

Accountability	This includes....
Leadership Support	Support the Kaihautū and Taumata with strategy development, planning, implementation and reporting. Prepare papers for select committees and the Minister Support significant leadership meetings with Iwi and Te Papa Atawhai, and senior officials of other agencies Proactively identify and remediate risks and issues offering well considered solutions
Thought Leadership	Research best practice approaches to inform strategic interventions Recommend innovations, improvements, and interventions for Ngā Whenua Rahui strategies, programmes, and initiatives to improve outcomes and support strategic priorities Utilise key leverage points in the system to effect systemic change Monitor trends to identify issues and opportunities requiring intervention and develop appropriate responses Lead regular debriefs and learning reviews to ensure we learn from experience and apply learning Provide expert advice, coaching and mentoring to influence across the organisation Maintain comprehensive and current knowledge of developments, emerging issues, and trends relevant to Ngā Whenua Rahui kaupapa and Māori land management.
Stakeholder and Relationship Management	Work collaboratively with teams across DOC and contribute effectively to cross-functional teams Build and maintain effective stakeholder relationships with Māori landowners, whānau, hāpu, iwi, statutory entities, and key individuals and groups from relevant sectors and organisations Represent Ngā Whenua Rahui and Te Papa Atawhai, and coordinate cross-agency initiatives within areas of responsibility Work across agencies on planning and strategic processes, ensuring alignment and identifying opportunities for collaboration, advocacy and improved outcomes for Kawenata, formal protection mechanisms and the role of the Fund.
Work management and delivery	Deliver on tasks as set out in work plans, performance expectations, and task assignments Identify critical issues and risks and ensure they are constructively raised and addressed Manage knowledge and information to ensure it is secure, current and appropriate access protocols are applied Take all practical steps to ensure your own safety and the safety of others in the workplace

Capabilities Required	
Specialist skills, knowledge, and qualifications	A deep knowledge of the Treaty, its principles, and how to apply the Treaty in policy and operations A deep knowledge and understanding of the private Māori land context in Aotearoa, including the impacts of historical Crown acquisition processes and contemporary Māori land governance and management arrangements Strong cross-agency knowledge and relationship management capability, particularly with organisations such as the Māori Land Court and Te Tumu Paeroa Clear understanding of Crown funding, accountability, reporting and oversight requirement Skills to provide practical guidance and advice to Māori landowners, including knowledge of Treaty settlement redress mechanisms and the ability to identify where policy or operational proposals may impact settlement outcomes Has strong networks with a wide range of Māori and iwi representatives, able to inform and develop engagement approaches Able to develop innovative solutions to highly complex problems using a complete understanding of practices, techniques, concepts, and theoretical principles Able to successfully lead and implement initiatives in a large, geographically dispersed organisation Knowledge of NZ public service frameworks and requirements Project management skills Excellent relationship manager and a highly effective communicator, with a deep understanding of the power of language, tone, and the effect of good communication A relevant degree, or post-graduate qualification or equivalent relevant knowledge from experience Strong critical and systems thinking, analysis and design skills Can write advisory papers and articulate clearly Some proficiency in Te Reo and Tikanga
Collaboration, relationship building, communication and interpersonal skills	Ability to interact productively with a wide range of people Recognises importance of seeking and considering other perspectives Works effectively with peers to solve problems, gains trust easily and provides support Demonstrates and fosters collaboration across teams
Organisation contribution	Provides considered feedback and input to decision making

Capabilities Required	
	Identifies and suggests opportunities to do things differently Proactively seeks to understand organisational or wider context of own role
Delivering results	Plans and organises work to deliver on objectives High personal and professional standards and accuracy

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).