

Position Description

Title:	Indigenous Forestry Adviser/ Senior Indigenous Forestry Adviser
Business Unit:	Te Uru Rākau – New Zealand Forest Service
Reports to:	Manager Indigenous Forestry
Location:	Rotorua
Approved by:	Deputy Director-General, Te Uru Rākau
Date:	April 2024

Purpose of the position

Indigenous Forestry Advisers:

- implement the regulatory provisions of the Forests Act 1949, and
- conduct compliance/enforcement work as warranted Forestry Officers, to ensure public compliance with the provisions of the Forests Act (1949)
- Identify and support the implementation of growth opportunities for indigenous timber production, including contributing to Regional Economic Initiatives on indigenous forestry matters.

A Senior Indigenous Forestry Adviser will take a lead role in these activities.

Principal responsibilities/key result areas

Implement the legislative and regulatory provisions relating to indigenous forest management under the Forests Act 1949.

Ensure compliance with the Forests Act provisions by working as a warranted Forestry Officer in a field-based compliance/enforcement role, and in conjunction with the MPI Compliance directorate and MPI Prosecutions team where applicable.

Engage effectively with land owners so that they understand opportunities for resource use under the Forests Act, and are aware of legislative responsibilities so that good compliance outcomes are achieved.

Provide technical forestry advice and assistance to stakeholders to support their sustainable forest management objectives allowed for by the Forests Act.

Provide support for other teams (MPI Policy, Operational Policy) to help develop cost-effective and evidence-based operational and regulatory policy options and advice for Government action related to land management issues and the forestry sector as needed.

Provide operational input into broader policy initiatives that relate to the sustainable use of indigenous forestry resources. This may include providing advice on operational processes to ensure they are efficient and meet legislative/regulatory requirements.

Contribute to advice that promotes achievement of Government priorities and Ministry objectives, and is aimed at government ministers, officials and stakeholders.

Build and sustain positive working relationships with internal (MPI) and external stakeholders (such as other government agencies and landowners).

Facilitate cross-agency coordination and provide subject matter expertise in relation to forestry-related Forestry & Land Management projects and work streams.

Maintain a high level of physical fitness to ensure all field activities pertinent to the role can be performed safely and efficiently. Working in a field environment may involve hiking on untracked, challenging terrain for long periods of time, while carrying field equipment, and working in all weather conditions.

For Senior Indigenous Forestry Advisers, provide coaching, mentoring support and advice to Advisers.

General

Respond to the changing needs of the Ministry, performing other tasks as reasonably required

Participate in responses (using the New Zealand Coordinated Incident Management System) if required and support others to participate in response as required.

Maintain a strict sense of professional ethics, maintain confidentiality and privacy, and abide by the Code of Conduct.

This position description is not intended to be an exhaustive list of tasks, but to act as guide as to the main duties and responsibilities of the position. Its content will be subject to regular review in conjunction with the job holder.

Key relationships and stakeholders

Internal	Nature of the relationship
Director and Manager	To obtain guidance on work plans and priorities, and to report progress and identify issues where relevant.
Directorate staff	To collaborate on Directorate, Branch and MPI work streams. To share information, seek and provide assistance, and discuss implementation and technical issues, in order to regulate effectively.
MPI Compliance	Work closely with MPI compliance to investigate possible breaches of the Forests Act and execute search warrants/sieze timber/material where necessary
MPI Prosecutions	Working with MPI Compliance or solely, provide clear case and evidential material to Prosecutions to enable successful prosecution where compliance breaches are founded.
MPI Legal Services	To seek advice from this group when necessary.
MPI Spatial	Work with the MPI spatial team to ensure GIS outputs and spatial data is accurate and fit-for-purpose
Forestry & land Use	Provide forestry technical advice and field support to

	the FALU team as needed.
Policy & Trade Branch	To share information, seek input and provide feedback/advice on policy proposals relating to indigenous forestry matters.
Sector Partnerships & Programmes	To obtain advice on appropriate actions and processes to support Māori participation in the primary sector relating to indigenous forestry.

External	Nature of the relationship
Enquirers, stakeholders, forestry consultants and other professional advisors	To provide advice and respond to queries from these groups.
Peers in Government departments or local authorities particularly MBIE, DOC and MfE	To inform, share information, liaise on specific matters, and represent the interests of the Ministry. In the case of DOC/TPK: provide consultation in line with our MOUs as required.
Māori organisations and tangata whenua	To actively engage with these groups to support the Crown's partnership aims and obligations.

Dimensions of the position

FREEDOM TO ACT

- The authority to exercise Human Resource Delegations of Authority for non-managerial positions as detailed in the Human Resource Delegations of Authority.
- The ability to incur financial costs for non-managerial positions, as detailed in the Financial Delegations of Authority.
- Non-Departmental Financial delegations (as approved by the Minister from time to time for specific programmes).
- Expenditure within approved budget and delegated authority.
- Planning, prioritising and deploying all resources within the defined area of responsibility.

SECURITY CLEARANCE

To fulfil the requirement of this position a security clearance classification to the following level is required:	Criminal conviction check
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Education, skills and experience

Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • A tertiary qualification in a relevant discipline (Forestry, Ecology, Plant Biology, or Environmental Science), or equivalent experience in related work. <p>Desired</p> <ul style="list-style-type: none"> • Relevant post-graduate qualifications.
Experience and knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Know and understand the impact of forestry regulation and understand the benefits, risks and costs (including compliance costs) associated with implementation. • Experience with working on projects in a team environment. • Experience working in a partly field-based role, in all weather and on challenging terrain • Experience in establishing and effectively maintaining collaborative relationships with stakeholders, Maori and Government agencies. <ul style="list-style-type: none"> ○ Confidence in managing relationships with difficult stakeholders, with

	<p>sound experience in achieving beneficial outcomes through negotiation and conflict management/resolution.</p> <p>Desired</p> <ul style="list-style-type: none"> • Experience working in a compliance/enforcement role, ensuring regulatory compliance • Knowledge of MPI business environment. • Sound understanding of, and experience operating in, Government processes including Parliamentary processes. • Knowledge or experience in Forestry, and/or Land Management. • Knowledge of the RMA and Council planning processes • Knowledge of the Conservation Act and DOC (where it interrelates with the Forests Act) • Sound understanding of indigenous forest ecology.
Skills	<p>Essential</p> <ul style="list-style-type: none"> • Strong problem-solving skills. • Interpersonal and communications skills, including managing difficult relationships. • Ability to think clearly and make decisions under pressure. • Able to exercise judgement and act on their own initiative. • Proven negotiation skills. • Ability to work and lead projects independently. • High level of Physical fitness • Senior Adviser: Ability to mentor Advisers to develop their skills to a senior level. <p>Desired</p> <ul style="list-style-type: none"> • Project management skills. • Strong skills at building and maintaining networks. • Strong degree of initiative and self-motivation.

Capabilities

COMMON CAPABILITIES – expected in all MPI roles	
<p>Engaging <i>Te Whai Wāhitanga</i></p>	<ul style="list-style-type: none"> • Connects with others • Listens • Reads people and situations • Interacts appropriately in different situational / social / cultural settings • Communicates tactfully
<p>Honest and Courageous <i>He Pono, He Māia</i></p>	<ul style="list-style-type: none"> • Shows courage • Shows decisiveness • Acts with integrity
<p>Resilient <i>He Manawaroa</i></p>	<ul style="list-style-type: none"> • Is adaptable • Remains effective under pressure • Demonstrates composure
<p>Results Focus <i>He Aro ki ngā Hua</i></p>	<ul style="list-style-type: none"> • Committed and tenacious • Focused on achieving
<p>Self-Aware Learner <i>He Ākonga Kiri Mōhio</i></p>	<ul style="list-style-type: none"> • Seeks feedback on own performance • Self-assesses • Adapts approach • Shows commitment to development

<p>Tikanga Māori <i>Tikanga: the dynamics of doing what is right / rite so as to respect, and not transgress, the mana, integrity and honour of anyone in a given context; Māori: the indigenous people of the land</i></p>	<ul style="list-style-type: none"> • Applies Māori culture and language to work • Draws on Māori culture to enrich one's work • Applies Māori knowledge and values within a government and Crown context <p><i>Refer to relevant Career Pathway Māori Cultural Competency for role-specific expectations.</i></p>
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CAPABILITIES – specifically relevant to this role	
Inquiring and Analytical	<ul style="list-style-type: none"> • Thinks analytically and critically • Displays curiosity • Shows awareness, and minimises impact of bias
Works Collaboratively	<ul style="list-style-type: none"> • Understands the context • Focuses on priority work • Shares information • Builds trust with other teams/groups • Works across boundaries • Supports others to succeed
Plans and Organises	<ul style="list-style-type: none"> • Manages and delivers on work priorities • Purposeful about use of time
Partners with Sector	<ul style="list-style-type: none"> • Connects different players • Finds common ground • Thinks entrepreneurially
Solves Problems	<ul style="list-style-type: none"> • Takes steps to fully understand the problem and contributing factors • Explores different solution options and possible side effects • Selects and implements solutions that are effective • Involves stakeholders and ensures that solutions meet their needs

GROUP-SPECIFIC / TECHNICAL CAPABILITIES FROM CAREER PATHWAYS	
<p>FLM Customer Focus Understands that the work we do is important for others and keeps their needs at the forefront.</p>	<ul style="list-style-type: none"> • Understands the concept of 'customer' with respect to the relevant legal framework being applied • Acts with customers in mind through establishing and maintaining effective relationships with customers based on trust and respect • Writes plain English descriptions of technical issues, but may require time to get details correct and/or understandable
<p>Subject Matter Expertise Possesses specific scientific and/or technical knowledge necessary for the role.</p>	<ul style="list-style-type: none"> • Has a relevant tertiary qualification (e.g. forestry, ecology, plant biology, environmental science) or related practical experience and applies that to their work • Keeps up to date with developments in their field of expertise

RESPONSE CAPABILITIES – for all staff who may be involved in a response	
Dealing with ambiguity	Comfortably handles unclear or unpredictable situations
Accountability	Accepts responsibility for one's actions regardless of outcomes
Professionalism	Acts in accordance with job-related values, principles and standards
Handling stress	Manages pressure without getting upset, moody or anxious
Integrity	Acts honestly in accordance with moral or ethical principles

