



Department of
Conservation
Te Papa Atawhai

Jenny Graves

fyi-request-479-06526532@requests.fyi.org.nz

29 August 2012

Dear Jenny

I refer to your official information request of 5 August 2012 for the following:

“information provided to employees that sets out role, operating framework, what they can and cannot do, expectations when working in a Ministers' Offices in the position as a Private Secretary (or like position). This may include – among information - a guide, a manual.

Please provide a list of positions located in Ministers' Offices occupied by a Department employee. Please also provide a list documents provided to the employees who currently occupy these positions. Please provide these documents. If any are withhold, please the ground and the reason for not providing it.”

I have attached a copy of the Department of Conservation role description for the Conservation Secretary (Private Secretary to the Minister of Conservation). The Department seconds one member of its staff to this role. It provides no other guides, manuals or documents that set out what the secondee can or cannot do in that role.

I therefore regret that I am not able to provide you with the other information you seek as it does not exist (section 18(e) Official Information Act refers).

You are entitled to seek an investigation and review of my decision by writing to an Ombudsman as provided by section 28(3) of the Official Information Act.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'Jeff Flavell', written over a large, loopy blue scribble.

Jeff Flavell
Director, Policy
for Director-General



Role Description

Date of last review: August 2011

Title:	Conservation Secretary	Position No:	30/6446
Business Group:	Conservation Advice	Manager's title:	Government Support Manager
Location:	National Office, Wellington	Band:	E

Context

The Department is the central government agency that is charged with managing New Zealand's natural, historic and cultural heritage on behalf of all New Zealanders. Our aim is to demonstrate the increasing benefit that conservation provides to New Zealanders.

The Department's vision is that New Zealand is 'the greatest living space on Earth'. This vision is larger than the Department and encompasses economic and social concerns not just environmental ones. It is based on the assumption that the Department will be successful in engaging all New Zealanders in work that supports healthy, functioning ecosystems.

To be successful, the Department must become more focused on working with others in flexible and innovative ways at less cost. We are skilled in doing conservation work ourselves but we must learn more about how to assist others to do conservation work for themselves. This shift in focus will occur over the next five years. It will require people in the Department to work together seamlessly to provide timely, consistent and innovative delivery of value to people who use our services.

To give effect to this undertaking the Department has eleven Conservancies in both Islands and a National Office based in Wellington.

Our Values are:

Performance *Whakamanawatanga* – We inspire confidence by delivering conservation outcomes that benefit New Zealanders

Collaboration *Whakakotahitanga* – We achieve success through relationships based on mutual respect and benefit

Innovation *Awahatanga* – We find new solutions by building knowledge and sharing expertise, pushing boundaries, and calculated risks

Trust *Whakawhitinakitanga* – We work as one integrated organisation that is reliable and relevant

Guardianship *Kaitiakitanga* – We create opportunities, and take care of natural and historic heritage for the well-being and prosperity of all New Zealanders

Purpose of the role

Secondment to the Minister of Conservation to provide a liaison service between the department and staff in other Ministerial offices and staff in the Minister of Conservation's office to ensure quality information and support is provided and to raise issues for resolution.

RELEASED UNDER THE
OFFICIAL INFORMATION ACT

Role Accountabilities

Indicative Time Allocation

Leadership	Collaboration	Functional Area	Administration	Learning	Work Management
5%	15%	65%	5%	5%	5%

Accountability Area

Activities

Leadership

Coach and develop others in your area of speciality
 Use sound judgment to make effective and timely decisions
 Identify priorities and spends own time on these priorities
 Behave with openness, professionalism and integrity upholding the principles of the Standards of Integrity and Conduct

Performance Indicators

- You identify opportunities to pass on knowledge and information that grows the capability of others
- Your decisions are seen to achieve the appropriate outcomes and are supportable
- Your manager sees you prioritising your work and focusing on the most important activities
- You behave in accordance with the principles of the Standards of Integrity and Conduct

Collaboration

Builds and maintains collaborative relationships internally and externally for the purpose of achieving greater conservation outcomes by:

- Placing strong emphasis on anticipating, identifying and responding to customer/user needs
- Monitoring relationships and resolving critical issues promptly
- Contributing positively to a high performing, engaged team

- You willingly share ideas, information, good practice and learnings with others to help make them successful
- You are seen as being helpful and proactive when interacting with customers/users
- You willingly undertake your share of activities within your team to ensure effective delivery
- You maintain good working relationships internally and externally and raise issues with your manager when necessary

Functional Area

To deliver the following services:

- You are seen to be proactive in finding ways to improve efficiencies in your area of work

Accountability Area	Activities	Performance Indicators
	<ul style="list-style-type: none"> Supporting ELT and managers to meet the Minister of Conservation's requirements for services, including the quality and timeliness of delivery Providing national oversight and advice on the servicing of the Minister of Conservation The maintenance of appropriate records of material provided for the Minister of Conservation 	
Administration	<p>Comply with organisational systems and processes</p> <p>Comply with the Department's Health and Safety policy and guidelines and take all practicable steps to ensure your own safety and the safety of others in the workplace</p>	<ul style="list-style-type: none"> You comply with all mandatory systems You contribute to improving and streamlining organisational systems You report all incidents and hazards
Learning	<p>Seek and act on learning opportunities to increase effectiveness in role</p> <p>Demonstrate effective learning as normal practice</p> <p>Support the learning and development of others</p>	<ul style="list-style-type: none"> Your manager can see you learning from experience and you share with others You are seen to be actively looking for development opportunities to grow your capability
Work Management	<p>Complete all duties and responsibilities in accordance with your Performance and Development Plan and as outlined in the work programme</p> <p>Deliverables reflect the Department's partnership with tangata whenua and support our functions under Section 4 of the Conservation Act</p>	<ul style="list-style-type: none"> Your work plans are delivered and tracked and managers are aware of obstacles to achievement of performance goals You report progress on deliverables, financial and non-financial indicators, risks and issues to your manager

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).

Capabilities

Capability Area	Competencies
Valuing the work of the role	<p>Commitment to Excellence</p> <p>Sets high personal and professional standards; assumes responsibility and accountability for the successful completion of projects, assignments or tasks. Consistently gives careful attention to all the detailed aspects of a role, shows a high concern for accuracy.</p> <p>Organisation and Role Connection</p> <p>There is a strong connection to the goals of the Department and an appreciation of the constraints within which these goals can be achieved. There is good alignment between what the individual enjoys and the role they are undertaking.</p>
Leadership ability	<p>Building and Sustaining Collaborative Relationships</p> <p>Identifies, develops and sustains effective, productive, collaborative and outcome oriented relationships (internal and external to the organization) to achieve conservation goals. Working as one organization, actively engages in building relationships to share expertise and knowledge to achieve goals.</p> <p>Personal Leadership</p> <p>Builds trust with others; identifies and seizes opportunities to promote the work of the Department.</p> <p>Seeking Agreement</p> <p>Reaches agreement or gains acceptance of a particular course of action through effectively defining the benefits and exploring alternatives; uses effective interpersonal skills and demonstrates determination in achieving desired outcomes.</p>

Capability Area

Competencies

Agile mind

Analysis and Decision-Making

Engages in thorough analysis through gathering relevant information, sees the 'whole' and the complexity of connections (this is a "systems thinking" approach to decision-making); takes into account factual information; develops robust recommendations and makes timely, sound decisions.

Planning and Organising

Plans and organises activities and projects for self and/or others; organises tasks to make best use of time and resources; and tracks achievement of key objectives.

Situational Awareness

Keeps abreast of science, political, economic, social and commercial imperatives and trends relative to their area of business; recognises opportunities and risks and responds appropriately.

Emotional intelligence

Communication

Conveys information and ideas through a variety of mechanisms in a manner that engages key audiences and reflects the Department's Vision, Values and Strategic Direction. This may include speaking, writing and listening and covers both formal and informal situations.

Initiative/Innovation

Develops new, innovative yet practical ideas, rethinking how to approach work. Takes action to achieve results beyond what is normally called for; looks for opportunities to improve own and the organization's performance.

Iwi, Stakeholder, Business and Community Focus

Understands the needs of iwi, stakeholders, business and community; ensures they are listened to; ensures understanding of the rationale for decisions / findings made.

Personal Effectiveness

Maintains effective performance even when under pressure, (such as time pressure, shifting/conflicting priorities or job ambiguity), when facing opposition from others or in an uncertain environment.

Self Awareness

Recognises one's emotions and feelings and their effects; recognises the impact of own behaviour on others; acts professionally at all times.

Capability Area

Skilled use of relevant knowledge

Competencies

Health and Safety Awareness

Promotes a culture where health and safety are seen as integral to success. Is aware of and takes into account conditions that affect own and others' health and safety.

Knowledge Management

Manages knowledge and information to ensure it is secure and to enable appropriate access by others in the organisation.

Learning Agility

Acquires, understands and applies new job-related information, knowledge and skills in a timely manner.

Technical Knowledge & Skills

Displays a thorough knowledge of government processes

Demonstrates a thorough knowledge of systems and processes

Has a proven track record of experience and achievement in support services

Strong writing, editing and oral communication skills, including experience in presenting concepts and frameworks to a range of audiences

Working with Maori

Engages with iwi and tangata whenua to achieve work goals aligned with the Principles of the Treaty of Waitangi; demonstrates an understanding of the implications of the Treaty on their work.

Relationship Authorities

This section describes the expectations and boundaries the role has with key roles and Groups.

Internal groups

Government Support Group/ Departmental Managers and staff

Ensure cooperative and productive relationships and keep informed of issues affecting the quality of information and the level of support

External groups

Minister of Conservation/ Ministers Office/ Cabinet and Parliamentary Clerk's Office/ Other Government Agencies

Ensure cooperative and productive relationships

APPROVED

D Johnston

Name: Doris Johnston

Date: _____