Position Description:
Land Protection Advisor (incl. Sen, Principal)

POSITION DETAILS	
Position Title(s)	Land Protection Advisor Land Protection Senior Advisor Land Protection Principal Advisor
Team	Land Protection
Location	National Office, Level 4, 138 The Terrace, Wellington
Salary Band	Land Protection Advisor: 3 Land Protection Senior Advisor: 4 Land Protection Principal Advisor: 5
Date	28 October 2020

OUR VISION

Inspiring conservation on private land

ABOUT QUEEN ELIZABETH II NATIONAL TRUST

QEII National Trust/Ngā Kairauhi Papa (the Trust) plays the leading role in private land conservation in Aotearoa/New Zealand. We are an independent charitable trust established in 1977 under our own Act of Parliament. QEII was established to encourage and promote, for the benefit and enjoyment of present and future generations, the provision, protection, preservation and enhancement of special areas of land or bodies of fresh water.

ABOUT THE LAND PROTECTION TEAM

The role of the Land Protection Team is to deploy the Trust's field representatives and closely support them to help achieve the Trust's four strategic objectives:

- Area of high-value land under robust protection increases
- Values within protected areas are enhanced
- QEII's work is part of large-scale projects

- People are inspired to connect with QEII-protected places

The core functions of the Land Protection Team include the quality assurance and processing of new protection proposals, solving problems and guiding the management of existing covenants and QEII properties and assisting the field representatives' engagement with local stakeholders and communities.

The Team has three sections, The Operational Services group, the Legal group and the Land Protection group that provides the primary interface with field representatives.

POSITION PURPOSE

Advisors manage new covenant and covenant management projects to ensure all covenants achieve covenant objectives and satisfy QEII policies. Advisors provide ecological or specialist advice, support and make recommendations regarding new covenant protection and existing covenant management for QE II. They work closely with Regional representatives and solicitors but also engage with all teams within the organisation, covenantors and relevant stakeholders.

There are three levels of Land Protection Advisor – they are:

The Advisor level is a transactional role where an employee gathers experience in the operational aspects of an organisation. This would include the administration of new protection proposals, providing support to Regional Representatives, reporting, meeting stakeholders, understanding the organisational processes and policies.

The Senior Advisor understands all aspects of the Advisor's role, undertakes more complex or difficult matters and engages stakeholders on them. The senior advisor is an expert problem-solver - identifying issues quickly, and barriers to success and making recommendations. Contributes to the planning of work and supports Advisors by mentoring.

The Principal Advisor has broad experience in the organisation and brings a record of strong delivery and insight. They are adept at research and analysis and are regarded as experts in the policy and legislation. They manage the most complex issues and have effective solutions. Their insight is valuable in providing recommendations into organisational strategy, of which they may draft sections. Supports Team Leader by assisting in preparing organisational documents such as Board papers.

REPORTS TO

This role reports to a Team Leader – Land Protection.

KEY EXTERNAL RELATIONS

A Covenant Owners and potential covenantors

Local and Regional Authorities

Department of Conservation
Ministries (e.g., Environment, Primary Industries)
Community Groups
Primary Industry Groups
Environmental NGOs
Iwi Groups
Service providers

KEY INTERNAL RELATIONS

Regional Representatives
Senior Leadership Team
Land Protection Team Leaders
Team Leader – Legal
Solicitors
Operational Services Team Leader
Communications and Information Team
Finance and Business Services Team
Policy and Strategy Advisor
Board of Directors

KEY RESPONSIBILITIES

KEY RESPONSIBILITY	INDICATORS OF SUCCESS
Land Protection *Delivers quality results that contribute to the strategic outcomes of the Trust.*	• Develop knowledge and understanding of the role of the Trust, the landowners and covenants. • Undertake data analysis and data collection and collation. • Develop a deep understanding of all aspects of Land Protection and tasks associated with the covenant process. • Maintain awareness and gather information both internally and externally to ensure the Trust is up to date with planning, outcomes and goals. • Provide support to the Team Leaders and Managers and take collective responsibility for the performance of the Trust. • Build knowledge of the key issues and work programmes that fall within the portfolio, including providing support and advice and early engagement with issues. **In addition to above, Senior Advisors:** • Has in-depth knowledge of responsibilities of the Trust, landowners and covenants. • Apply knowledge to identify covenant management work in order to ensure the Trust's objectives are achieved. • Provide specialist advice both internally and externally. • Analyse information, and generate responses, advice and/or recommendations on reports and papers. **In addition to above, Principal Advisors:** • Display superior understanding of issues that enables meaningful contributions to strategic planning and decisions relating to the Trust's objectives. • Demonstrate superior ability to analyse complex situations quickly and provide timely and accurate advice. • Identify as subject matter experts in managing complex and multi-faceted issues relating to land protection.

Customer focus *Delivers a targeted service to internal and external stakeholders. Works to a high standard and always looks for ways to do things better.*	• Identify the needs and expectations of both internal and external customers including particularly, Regional Representatives. • Treat internal customers with the same courtesies they would extend to external customers. • Set reasonable expectations and work hard to meet customer deadlines. • Always look to improve service. • Maintain professionalism even under pressure. • Build connections and networks with stakeholders. **In addition to above, Senior Advisors:** • Maintain and extend connections and networks through a collaborative approach with stakeholders. • Support the development of new stakeholder engagement. **In addition to above, Principal Advisors:** • Provide insightful and reliable input to customer dealings and identify risks and opportunities in complex relationships. Provide solutions for difficult customer relationships. • Can be relied on to solve difficult customer issues.

Relationship Management *Manage constructive working relationships with work colleagues and external stakeholders to enhance understanding and co-operation needed to achieve desired results.*	• Develop effective working relationships with managers and staff in order to transfer knowledge and learning from the team to the wider organisation. • Build and maintains effective relationships and partnerships with internal and external stakeholders, as necessary, in order to identify and share best practice information. • Represent the Trust's views and protect its reputation in any external interactions. • Work with other Trust staff to resolve covenant and landowner issues. **In addition to above, Senior Advisors:** • Attend events, Board meetings and promotional events representing the Trust. • Work to develop skills and knowledge of Advisors relating to the stakeholder engagement work of QEII. • Manage complex relationships and resolve stakeholder issues/disputes. • Undertake projects as directed. **In addition to above, Principal Advisors:** • Lead projects to completion on time and within budgets. • Are well regarded within external and internal stakeholder organisations for relationship management. • Provide mentoring and coaching to other employees of QEII as appropriate.
Action Oriented *Takes responsibility for own work, recognises opportunities and acts with a minimum of direction.*	• Take responsibility for own work. • Self-starter. • Seek input if required. • Recognise and act on opportunities. • Prioritise work load.
Self-Management *Takes responsibility for own behaviour and is open to development.*	• Model positive behaviour. • Model the desired values and culture of the Trust. • Act with honestly and integrity. • Welcome feedback and are receptive to input from others.

Safety and wellbeing *Manages own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents and incidents.*	• Display commitment through actively supporting all safety and wellbeing initiatives. • Ensure own and others' safety at all times. • Comply with relevant safety and wellbeing policies, procedures, safe systems of work and event reporting.
Organisational Commitment *Role models the standards of the Trust*	• Build commitment to the Trust's vision, mission, values and services. • Willingly undertake any duty required within the context of the position. • Comply with all legislative requirements, guidelines and policies. Report breaches as soon as they become known. • Adhere to the Trust's Code of Conduct • Provide input for planning and budgets in accordance with understanding and level within QEII. **In addition to above, Senior and Principal Advisors:** • Provides advice and information as requested by the Board and Senior Leadership Team that is timely, well researched and of a high standard.

PERSON SPECIFICATION

Skills and Experience

- Exposure and practical experience in a similar role or in process of gaining formal qualifications.
- Ability to learn new skills and solve problems.
- Demonstrated ability to build relationships.
- Excellent communication (both written and oral) and influencing skills, able to convey information effectively and achieve consensus.
- Good ability to use the Microsoft suite, including Word, Excel and databases.
- Ability to manage working relationships with people at all levels within the Government, public and voluntary sectors and with community interest groups and networks in a discreet and confidential manner.
- Willing to travel to fulfil duties of the role.

Qualifications

- A relevant tertiary qualification.

- Relevant work experience is desirable
- A clean, current driver's licence is desirable.

In addition to above, Senior Advisors will demonstrate:

- Good knowledge of relevant legislation and policy and a demonstrated ability to apply that knowledge practically.
- Experience in land management, with technical knowledge in a range of specialist areas of management in the Trust.
- Knowledge of relevant Legal matters relating to land and audit tools with respect of the role.
- Ability to successfully negotiate and influence; facilitate positive outcomes from complex situations.
- Ability to prioritise workloads and demonstrated ability to identify issues and solve stakeholder problems.

Qualifications

- A relevant tertiary qualification and at least 3 years' experience at Advisor level.
- A clean, current driver's licence is essential.

In addition to above, Principal Advisors will demonstrate:

- Superior knowledge of legislation and policy relating to Land Protection including Resource Management, Conveyancing, Local Government and Health and Safety.
- Ability to provide strategic advice to the Senior Leadership Team that is useful and timely.
- Ability to solve complex stakeholder problems and achieve optimum outcomes.
- Ability to understand and mitigate risk issues relating to land protection.

Qualifications

- A tertiary qualification, with post graduate qualification in land protection being desirable, and at least 5 years' experience.
- A relevant tertiary qualification and at least 5 years' experience Senior Advisor level.
- A clean, current driver's licence is essential.