

POSITION DESCRIPTION

NEW ZEALAND WALKING ACCESS COMMISSION

Position:	Principal Advisor - Operations
Location:	Wellington
Reporting to:	National Operations Manager
Date:	January 2022

BACKGROUND

The New Zealand Walking Access Commission | Ara Hīkoi Aotearoa was established by the Walking Access Act 2008. The role of the Commission is to enhance and extend access to New Zealand's great outdoors.

Purpose of Position

The key objective of this role is to oversee and manage provision of technical advice and information relating to land status and public access. To ensure this information is readily available to the Operations group, the Regional Field Advisors, the GIS team and the wider NZ Walking Access Commission. The role also includes leading and contributing to the development and on-going improvement of the public access guidance for New Zealand. This includes identifying opportunities to improve the development and use of the Commission's GIS based mapping system which identifies areas of public access nationally.

Reporting to the National Operations Manager, the Principal Advisor – Operations will support with the management of the public access responsibilities to the public and enable strategic decision making through focusing on partnership opportunities that facilitate improving the National public access resource.

The Principal Advisor has one direct report - Land Advisor (Operations), who is based in Napier.

MAIN TASKS

- Manage and support the Commission's Land Advisor.
- Develop and provide operational policy advice and information on access matters for staff, RFAs, enquirers and local and central government agencies.
- Manage and investigate public access enquiries.
- Provide operational support and technical advice to the Commission's regional advisor (RFA) network and land advisor.
- Monitor the operation and effectiveness of the Commission's Mapping system from a key stakeholder/customer perspective.
- Liaise with IT/GIS Manager and Corporate Services Manager to make recommendations to enhance and develop the Commission's Mapping system.
- Liaise with LINZ on the development of the cadastre relevant to public access.
- Liaise with identified key stakeholders around public access and maintaining effective working relationships.

KEY RESULT AREAS	HOW ACHIEVED
Provision of advice and information on access	<ul style="list-style-type: none"> • Assist with development and provision of operational policy advice and information on access matters for access stakeholders.
Support of the regional network	<ul style="list-style-type: none"> • Support the day-to-day work of the regional network where it relates to their case management with technical advice and operational decisions. • Support RFA coordinators. • Monitor RFA performance of cases. • Contribute to planning and management of the RFA workshops held quarterly. • Support field staff to respond to queries and issues.
Contribute to the development of regional projects	<ul style="list-style-type: none"> • Provide support and advice to the National Operations Manager and Communications/ Partnerships Manager to enable strategic decision making on regional projects.
Business owner and customer interface of the Walking Access Mapping System (WAMS)	<ul style="list-style-type: none"> • Monitor the operations of WAMs from a stakeholder/customer service perspective including internal stakeholders. • Liaise with the GIS/IT Manager and National Operations Manager over the effectiveness of WAMs. • Work with the GIS/IT team to address any WAMS issues or required enhancements from an operational perspective • Initiate any improvements or enhancements to WAMS's in conjunction with the GIS/IT Manager • Ensure regular reviews/users surveys of WAMs effectiveness and efficiency are conducted and recommendation for improvements are raised with the GIS/IT Manager.
Facilitation and negotiation of access opportunities	<ul style="list-style-type: none"> • Assist National Operations Manager with development of guidelines and standards for the field staff on landholder negotiations and liaising with the public. • Provide technical advice and support to the Commission's field staff on negotiation with landholders and other stakeholders for access over private land. • Work with and provide advice to the Commission's field staff to resolve access disputes through mediation or referral to an appropriate authority.

KEY RESULT AREAS	HOW ACHIEVED
Land Information	<ul style="list-style-type: none"> • Manage the Commission's Land Advisor and ensure survey and title information advice to RFAs and staff is provided. • Advise LINZ of spatial data issues and log via landonline accordingly • Submit on user requirements for improvement of Landonline specifically around identification of publicly accessible land. • Liaise with the Surveyor General quarterly.
Walkways	<ul style="list-style-type: none"> • Monitor Walkway register and database. • Provide advice on implementation process for walkways in accordance with the Act. • Development of walkway guidelines and procedures.
Effective stakeholder relationship management	<ul style="list-style-type: none"> • Establish and proactively maintain relationships with: <ul style="list-style-type: none"> - key central government agencies (e.g. DOC, LINZ, Heritage NZ on public access data - Local government - Recreation representative national bodies - Land interest representative national groups
Maintenance of access opportunities	<ul style="list-style-type: none"> • Liaise and negotiate with central & local government agencies on the conditions of use of public land. • Liaise, with a view to seeking resolution, with DOC and other agencies on common access issues. • Provide input into Official Information Act requests, tenure reviews and similar processes. • Administer Walkways in accordance with the Walking Access Act, including identifying and appointing Controlling Authorities • Liaise and negotiate with stakeholders to identify options for improving Walkways • Develop and maintain walkway guidelines and procedures • Work with Comms Manager to ensure access opportunities are effectively communicated
Relationship Management/ Representation of the Commission	<ul style="list-style-type: none"> • Develop and maintain effective working relationships with relevant stakeholders. • Develop and maintain strong and effective working relationships with colleagues within the organisation. • Represent the Commission at presentations and meetings of agencies, local government bodies, stakeholders and communities as appropriate and necessary.
Contribute to the development of education programmes about access	<ul style="list-style-type: none"> • Assist the Communications Manager in identifying and developing appropriate public education programmes about access.
General	<ul style="list-style-type: none"> • Contribute to strategic and operational business planning. • Contribute to the annual budget planning process. • Develop and prepare reports for the management team, Chief Executive and Board, as required.

KEY RESULT AREAS	HOW ACHIEVED
	<ul style="list-style-type: none">• Provide leadership, including setting objectives, contributing to assessing performance and providing ongoing support and coaching to direct report.• Know and comply with OSH policies and procedures, particularly those relating to work-related issues, injuries and rehabilitation.• Implementing and adhere to policy and practices in accordance with NZWAC requirements and legal obligations.

Key Relationships/Contacts

Internal

- Chief Executive
- National Operations Manager
- Land Advisor
- GIS Manager
- The Executive Director - Te Araroa
- Communications and Partnerships Manager
- Strategic Relationships Manager
- Corporate Services Manager
- Chair and board members
- All other NZWAC business Groups

External

- Central, Regional and Local Government agencies
- LINZ
- DOC
- Walking and cycling advocacy groups
- Māori groups and organisations
- National/Regional Recreation groups
- Members of the Public

DIMENSIONS OF THE POSITION

Staff

Number of direct reports	
- employees	1
- contractors	As required

Financial

Nil

PERSON SPECIFICATION

Education, skill, general knowledge and experience

- A relevant degree or tertiary level qualification and at least 5 years experience in a land or property management role
- Experience in, and a strong understanding of, land law and related issues.
- Experience with, and a strong understanding of, the New Zealand land transfer system, the New Zealand cadastre and Landonline.
- A minimum of 3 – 5 years' experience in operational policy development and advice and implementation.
- The ability to analyse projects and problems and think creatively to develop solutions.
- Strong understanding of GIS based technology systems
- Excellent relationship management skills
- Strong communications skills (written and verbal)
- Negotiation skills and experience with understanding of dispute resolution and mediation services
- Excellent time management & prioritization skills
- Knowledge and experience working with Māori organizations and groups

COMPETENCIES REQUIRED

Communication: Expresses and conveys information effectively to other people. This includes speaking, writing, presentations and listening. This covers formal and informal situations. Able to adjust communication style to meet and meld to varied cultural contexts.

Work Standards: Sets high personal and professional standards for self and others; 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.

Professional Technical knowledge and skills: Applies the breadth of knowledge and understanding in position-related area achieved through study and/or experience.

Personal Development: Acquires, understands and applies new job-related information knowledge and skills in a timely manner. Able to learn from experiences and other people and apply in practice.

Developing others: Creates learning opportunities for others to develop and grow, positively influencing their progress towards successful results. Coaches and gives feedback, guidance and support to enable individuals to reach agreed objectives. Creates an environment conducive to learning.

Achievement orientated: Plans and manages activities and projects for self and others; organises tasks to make best use of time and resources and focuses attention on key objectives.

Stakeholder focus: Focuses attention on understanding and meeting the needs of stakeholders; makes every effort to ensure that stakeholders are listened to by self and others; ensures stakeholders understand the rationale for solutions proposed

Building Relationships: Builds, maintains and uses effective working relationships, internal and external to the organisation, to facilitate the successful achievement of projects,

assignments and objectives. Able to identify relationship strategies that are specific to the culture and project participants at hand

Team/unit contribution: Provides leadership to team members, promotes NZWAC's goals and outcomes. Inspires and motivates people inside and outside the organisation.

Manawhenua and Te Tiriti: Can recognise and respond to the Māori land dynamics that are at play relative to cases, projects and opportunities.

The position has responsibility for managing the Commission's Land Advisor in their day-to-day activities.