

Role Description

Title	Compliance Officer Wildlife
Manager Title	Team Lead Wildlife Crime
Directorate and Group	Regulatory Authorisations, Policy and Regulatory Services
Band	E
Date	August 2024
Approved By	Director, Regulatory Authorisations

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 whitake 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.

About DOC

The Department of Conservation *Te Papa Atawhai* (DOC) protects and sustains nature for current and future generations. Our purpose is to ensure that Papatūānuku thrives. We do this by:

- Protecting land, species, ecosystems, and cultural heritage for conservation purposes
- Managing threats and adverse impacts
- Being a voice for conservation
- Connecting people to nature

All New Zealanders have a role in keeping nature healthy. We partner with whānau, hapū and iwi and collaborate with commercial partners, NGOs, volunteers, and government agencies to improve conservation outcomes.

Role purpose

The purpose of this role is to detect and carry out investigations relating to the illegal import, export, purchase, sale, or possession of protected species.

Key working relationships

Internal	External
Team Lead Wildlife Crime National Compliance Manager and Border & Species Trade Manager Regulatory System Assurance Teams Investigation and Intelligence staff Security Team Legal Team	New Zealand Police New Zealand Customs Service Ministry for Primary Industries Ministry of Defence Ministry of Foreign Affairs and Trade Interpol and its Working Groups Europol Overseas agencies involved in the investigation and prosecution of wildlife crimes

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	Including ...
Operational Detector Dog Handler	Train, house and handle up to two Conservation Enforcement Dogs to be used in the detection of illegally smuggled native wildlife Independently deploy a Conservation Enforcement Dog in operational environments such as Mail, Freight and Passenger Pathways Working collaboratively with other Working Dog agencies both domestically and internationally to maintain best practise
Protected species compliance programme	Work within and support a team of specialist investigative and intelligence staff carrying out investigations under the Trade in Endangered Species Act 1989 (TIES Act) and the Wildlife Act 1953 (WA53) and any subsequent legislation Contribute to the planning and development of compliance and enforcement programmes related to wildlife crime Contribute to compliance and enforcement plans and programmes relating to wildlife crime, and the permitted holding of protected species Contribute to investigations involving breaches of the wildlife crime legislation administered by DOC



Accountability	Including
	<p>Provide subject matter expertise to drive improvements in policy, outreach, and support related to wildlife crime</p> <p>Take a supporting role in the delivery of inspections of holders of protected species listed in the TIES Act, WA53 and any subsequent legislation</p> <p>Support the implementation of relevant legislative changes</p>
Stakeholder management, Wildlife Crime	<p>Develop, strengthen, and maintain DOC's external Compliance and Law Enforcement (CLE) partnerships with other operational agencies domestically and internationally</p> <p>Build and maintain relationships with government and intergovernmental agencies (including Interpol) domestically and internationally to collaborate with, and support, the work of the Wildlife Crime Team</p> <p>Respond promptly and competently to requests for information, advice, or services</p> <p>Identify critical issues and opportunities where feedback and/or engagement is required to proceed</p> <p>Represent DOC and coordinate cross-agency initiatives in area of responsibility</p>
Work management and delivery	<p>Work collaboratively with teams across DOC and contributing effectively to cross-functional teams</p> <p>Deliver on tasks as set out in work plans, performance expectations, and task assignments</p> <p>Identify critical issues and risks and ensure they are constructively raised and addressed</p> <p>Manage knowledge and information to ensure it is secure, current, and appropriate access protocols are applied</p> <p>Take all practical steps to ensure your own safety and the safety of others in the workplace</p>

Capability

Capabilities Required	
Specialist skills, knowledge, and qualifications	<p>Strong dog handling skills, and suitable living conditions to house up to two working dogs</p> <p>Ability to gain and maintain Warranted Officer certification</p> <p>Confidently able to work with legislative frameworks, wildlife permits and other legal documents</p> <p>A working background in wildlife crime or border environment</p>

Capabilities Required	
	<p>Experience in law enforcement, complex investigations, or compliance in a regulatory environment</p> <p>Preferable experience collaborating with international agencies</p> <p>Ability to collaborate effectively with a range of internal and external stakeholders to deliver strategic and operational outcomes</p> <p>Ability to navigate complex relationships, and cope well with ambiguity</p> <p>Understands conservation management</p> <p>Ability to gain and maintain a Secret Security Clearance</p> <p>Current full driving licence required</p>
Collaboration, relationship building, communication and interpersonal skills	<p>Interacts productively with a wide range of people</p> <p>Seeks and considers other perspectives</p> <p>Works effectively to solve problems, gains trust easily and supports peers</p> <p>Demonstrates and fosters collaboration across teams</p>
Organisation contribution	<p>Provides considered feedback and input to decision making</p> <p>Identifies and suggests opportunities to do things differently</p> <p>Proactively seeks to understand organisational or wider context of role</p>
Delivering results	<p>Plans and organises work to deliver on objectives</p> <p>High personal and professional standards and accuracy</p>
Treaty Partnership	<p>Understands where the Māori Crown relationship is important to DOC</p> <p>Able to use day-to-day te reo and tikanga at work, e.g. waiata and pepeha</p> <p>Knows to seek advice or support when required</p>

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).