

Position Description

Position

Title	ASaTS - New Zealand Institute of Surveyors Stakeholder Representative
Reports to	Land Information New Zealand NZIS – Chief Executive Officer
LINZ work directed by	LINZ - General Manager ASaTS
Location	Wellington

Position overview and accountabilities

The New Zealand Institute of Surveyor (NZIS) Stakeholder Representative supports the outcomes of the Advanced Survey and Titles Service (ASaTS) project through providing continual tactical and strategic advice, support and management across the Cadastral Survey function of the project based on a comprehensive understanding of the property and cadastral survey environment.

The NZIS Stakeholder Representative is a liaison and interaction between the ASaTS project team and NZIS, contributing to the design and development of new and enhanced Landonline functionality; contributing to customer communications, training programmes and education; ensuring that NZIS is briefed on appropriate matters and that the programme team is informed of NZIS and practitioner views.

Personal Leadership Accountabilities

The person in this role has personal responsibility for:

- Striving to excel in all activities
- Going the extra mile
- Agreeing and meeting performance and/or service levels each year
- Working cooperatively with others to achieve tasks
- Being a model for sharing, caring and cooperation
- Supporting team decisions
- Maintaining confidentiality

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Position overview and accountabilities, continued

Key accountabilities

- Communicates regularly and consistently with NZIS
- Considers situations and issues from the user's point of view
- Communicates and co-ordinates information on ASaTS between LINZ and NZIS
- Facilitates understanding of the ASaTS objectives and how they may impact on NZIS and cadastral practitioners
- Provides input into the design, development and testing of changes to LINZ's property rights system from a practitioners perspective
- Identifies and escalates project risks
- Contributes to the design, development and delivery of communications, training and education initiatives to prepare customers for changes to LINZ's property rights system
- Facilitates the involvement of practitioner pilot and focus groups
- Provides input into the resolution of issues that impact on stakeholders
- Works to ensure stakeholders' needs are best met within budgetary and operational constraints

Relationships

Direct reports

- None

Key working relationships

The NZIS Stakeholder Representative needs to have strong working relationships with

- ASaTS Business Solution Workstream Leader and team
- ASaTS leadership and project teams
- Surveyor-General and team
- Principal Cadastral Surveyor and team
- NZIS /Cadastral Professional Stream/Cadastral Working Group
- NZIS Spatial Stream
- New Zealand Law Society stakeholder representative
- NZIS staff
- NZIS Branches and the wider surveying profession

Person specification

Qualifications and experience

- Licensed Cadastral Surveyor
- Practical surveying experience including urban (including Unit Title) and rural cadastral surveys and geodetic surveys
- Thorough knowledge of the cadastral survey record and spatial systems and processes
- Maintains a current depth of knowledge and understanding of the current, latest developments and directions of the relevant legislation as a matter of course
- Ideally a NZIS RPSurv certification holder

Competencies

Functional/ Technical Skills

- Has the functional and technical knowledge and skills to do the job at high level

Problem solving

- Uses rigorous logic and methods to solve difficult problems with effective solutions
- Probes all fruitful sources for answers
- Can see hidden problems
- Is excellent at honest analysis
- Looks beyond the obvious and doesn't stop at first answers

Interpersonal savvy

- Relates well to all kinds of people, up, down, and sideways, inside and outside the organisation
- Builds the appropriate rapport
- Builds constructive and appropriate relationships
- Uses diplomacy and tact
- Can diffuse even high-tension situations comfortably

Decision quality

- Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience and judgment
- Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time
- Sought out by others for advice and solutions

Dealing with ambiguity

- Can effectively cope with change
- Can shift gears comfortably
- Can decide and act without having the total picture
- Isn't upset when things are up in the air
- Doesn't have to finish things before moving on
- Can comfortably handle risk and uncertainty

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Competencies, continued

Strategic agility

- Sees ahead clearly
- Can anticipate future consequences and trends accurately
- Has broad knowledge and perspective
- Is future oriented
- Can articulately paint credible pictures and visions of possibilities and likelihoods
- Can create competitive and breakthrough strategies and plans

Informing

- Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit and/or organisation
- Provides individuals with information so that they can make accurate decisions
- Is timely with information

Listening

- Practices attentive and active listening
- Has the patience to hear people out
- Can accurately restate the opinions of others even when he/she disagrees

Learning on the fly

- Learns quickly when facing new problems
 - A relentless and versatile learner
 - Open to change
 - Analyses both successes and failures for clues to improvement
 - Experiments and will try anything to find solutions
 - Enjoys the challenge of unfamiliar tasks
 - Quickly grasps the essence and underlying structure of anything
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