

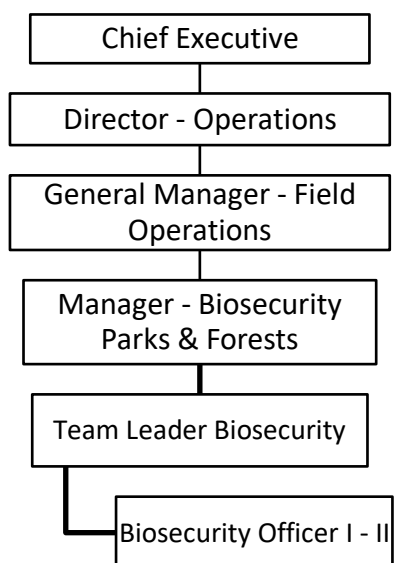
Biosecurity Officer (I) & (II)



Aronga | Purpose

To deliver on Environment Canterbury’s Biosecurity programme of work with a focus on the delivery of the Canterbury Regional Pest Management Plan. To maintain a strong community focus - engaging, communicating and educating, and undertaking compliance work on behalf of the community to ensure Canterbury Regional Pest Management Plan objectives are met.

Nohoanga | Position




Ngā Haepapa | Accountabilities

1. Deliver community education and advocate best practice pest management which will ensure land occupiers are equipped with the necessary information to make informed decisions in terms of the impact of their land management on regional pest management.
2. Engage and communicate effectively with members of the community to build relationships and encourage action to achieve improved regional pest management.
3. Undertake pest surveillance work, including inspections using agreed procedures relating to the capture and recording and reporting of information.
4. Participate in the monitoring of pest species to understand density and obtain information to inform potential future problem areas and pest management approaches.
5. Educate and engage communities on improved pest management practices and where appropriate, apply the compliance tools in a manner which is consistent with organisational expectations and ensures that the rules and objectives of the Canterbury Regional Pest Management Plan are being met by land occupiers.

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CE	
Employee	

6. Enter and maintain within ECan systems timely, accurate and complete records of interactions within the community and the work undertaken to date, enabling a comprehensive and clear history of work.
7. Complete a variety of reports as required and/or requested to enable transparency of works undertaken with consideration of the relevant audience in order to clearly communicate the work that we do.
8. Lead a pest-led project as requested. This will include being responsible for the project management of a specified pest, potentially region-wide, the required community engagement, internal communications, relevant reporting and at times project presentations.
9. Undertake contractor management tasks as required to complete field works ensuring all relevant standard operating procedures are followed resulting in the safe and efficient use of contractors.
10. Assist with staff development in the field and report on development progress to lift capability of new and existing employee skills, behaviours and knowledge so Biosecurity is consistent in the delivery of messages and services to the community.

Note: As Officers progress and look to be challenged, the level of accountability and associated expectations will also increase. At Biosecurity Officer I it is expected that you will demonstrate competence in Accountabilities 1-7. At Biosecurity Officer II level it is expected that you will be proficient in regard to all of the above Accountabilities (1-7 plus 8-10).

Hononga ā-Mahi | Working Relationships

Kai rō Kaunihera | Within the organisation


- Accountable to the Team Leader Biosecurity for carrying out the duties and responsibilities and report on individual progress.
- Regularly communicate with and inform the greater Biosecurity Programme Management Group of works undertaken and planned to ensure an aligned approach to delivering the Biosecurity Programme.
- Liaise as required with Council staff through clear and effective messages about preventing pest spread to raise the profile of biosecurity in their work.
- Frequently collaborate with other groups and sections to lead and educate in best practice pest hygiene practices to ensure successful delivery of organisational objectives.
- Build and maintain relationships as required with relevant Biodiversity and Land Management officers with overlapping communities of interest to ensure a greater understanding of catchment risks and opportunities.

Kai waho i te Kaunihera | Outside the organisation

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within the Canterbury rohe and Te Rūnanga o Ngāi Tahu. To demonstrate our council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.
- Frequently communicate and engage with the wider public in a clear, factual, fair and consistent manner to achieve better results.

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- Regularly build and maintain a network of relationships with land occupiers and members of the community based on trust to enable better outcomes.
- As required, close liaison with other Councils, groups and organisations to raise awareness of pest pathways, their management and prevention.
- Contribute to reports to our community on progress with Biosecurity objectives and new initiatives so the community is up to date and working with Environment Canterbury.

Hauora me te Marutau | Health and Safety

Environment Canterbury is proactive in advocating robust Health and Safety practices; we take health, safety and wellbeing very seriously.

So far as it is reasonably practicable you need to ensure the Health and Safety of yourself, your team, contractors and visitors. You must comply with current Health and Safety legislation, regulations and guidelines, organisational policies, procedures and our code of conduct.

Māngai Whakahaere | Delegations and Authorities

Delegated authority to make decisions in accordance with Council approved delegations, and authority for decision making in accordance with policies and guidelines for financial, people management and media related activities.

Ngā Āheitanga | Capabilities

Tohu Mātauranga | Qualifications


- A Bachelor's degree in a relevant subject is preferred. Where a person can demonstrate an appropriate level of knowledge and/or skills, these will be considered in lieu of tertiary qualifications.
- Full class 1 drivers licence.

Mātau ā-wheako | Experience

- A minimum of 6 months experience working with clients away from direct supervisory support.
- Experience in some, or all, of the following; animal and/or plant identification, applying regulations, a relevant field of education, working with the public, computing and basic statistical analysis, project management and preparation and presentation of educational material.
- Proven experience riding a two wheel off road motorbike is advantageous. Training and experience assessments will be provided.
- A strong customer focus with the ability and confidence to engage a diverse range of people and create strong working relationships with peers, leaders, land owners, community groups and contractors.
- A skilled communicator, verbally and in writing, who can engage professionally to facilitate improved outcomes.

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- Proficient in the Suite of Microsoft applications and an aptitude and ability to learn new or customised systems, databases and procedures.

Ngā Pūkenga Matatau | Core competencies

Specific behaviours at the Team Member level sit beneath each of the following organisational competencies. To identify the competency expectations at this level view the competency framework in the P&C Kete or the Environment Canterbury Careers website.

Customer Focus	Ensuring that the customer perspective is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the organisation.
Business Acumen	Using an understanding of the organisation’s position to contribute to effective strategies and tactics by using economic, financial and industry information. Thinking from the ratepayers’ perspective.
Achieving Outcomes	Translating strategic priorities into operational reality; aligning communication, accountabilities, resources, internal processes and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.
Leading Change	Identifying and driving organisational and cultural changes needed to adapt strategically to changing demands, technology, and internal initiatives; using new approaches to improve results by transforming organisational culture, systems, or services.
Common Purpose	Working towards a compelling view of the future by engaging with the organisation’s vision; understanding and aligning to the common purpose.
Building Capability	Attracting, developing, engaging, and retaining talented individuals allowing the organisation to meet current and future organisational challenges. Sharing authority, responsibilities and decision making to enable individuals to stretch their capabilities and accomplish strategic priorities.

The above statements are intended to describe the general nature and level of work being performed; they are not an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. However, from time to time the Biosecurity Officer I and II will be required to accept and carry out other duties.


Band	Biosecurity Officer I – Band 3 Biosecurity Officer II – Band 4	Position ID	OPERFDS. 121 and OPERFDS.122
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I agree to undertake the responsibilities detailed in this job description:

Ingoa | Name: _____

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Waitohu | Signature: _____

Rā | Date Signed: _____

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