

Senior Biosecurity Officer

Horopaki | Context

Kaunihera Taiao ki Waitaha | Canterbury Regional Council, also known as Environment Canterbury, is the Regional Council for the largest region in Aotearoa/New Zealand, covering an area of 44,500 square kilometres, with a population of approximately 700,000.

As a regional council, we are responsible for managing natural resources including air, soil, water and land. We work in partnership with mana whenua Ngāi Tahu to protect the health of our environment to ensure a sustainable and prosperous future for our region.

The region's evolving environmental and political context means we will continue to be agile and adaptive, as we respond to regulatory and environmental changes.

Our mahi (work) is organised around the delivery of our three core services:

- Environmental Regulation and Protection
- Community Preparedness and Response to Hazards
- Public Transport

We are guided by our strategic drivers (pou):

- Putting the community and our customers at the heart of everything we do
- Growing our relationship with mana whenua into a true partnership
- Maturing our governance model and understanding of our political environment
- Removing pain for our people (and customers) by improving our systems and processes.

Our mahi is also underpinned by our values:

- Kaitiakitanga (stewardship)
- Pononga (integrity)
- Manaakitanga (people first)
- Whanaungatanga (collaboration)
- Māiatanga (can do).

Aronga | Purpose

To proactively plan, facilitate and contribute to the delivery of Environment Canterbury's Biosecurity work programme through both the implementation of the Regional Pest Management Plan and/or a specialised regional or national programme of works (including associated education, surveillance, investigation, or risk pathway management). Senior Biosecurity Officers take lead roles in ensuring coordinated and prioritised approaches to effective delivery in specialist biosecurity project areas (for example, Wilding Conifer, Wallaby or Nassella Tussock).

The work is undertaken in an educative and collaborate manner working with Biosecurity staff, landowners, agencies and pest control businesses to progress awareness of Biosecurity issues and the implementation of effective and efficient controls.

Ngā Haepapa | Accountabilities

1. Oversee the financial management and monitoring of budget expenditure for a specialist biosecurity project area.
2. Plan and coordinate inspection programmes to ensure a prioritised approach is implemented. Undertake audits for quality control and gather and assess inspection data.
3. Oversee the management of contracts including monitoring contractor performance against performance measures and Health & Safety requirements.
4. Provide specialist technical advice and guidance, and where necessary create pest control plans and facilitate co-ordinated work programmes in a manner that ensures effective results, in conjunction with property owners, based on information obtained through the completion of property assessments, to achieve the desired outcomes of the Council's Biosecurity/National programmes.
5. Participate in and present to various community groups and forums as required, such as the Biosecurity Programme Managers Group, Biosecurity Advisory Groups, the public in general including community groups, trusts and boards, conferences and other meetings as necessary.
6. Report on the delivery of key outcomes as required by the People Leader through Council's reporting systems and analyse data to ensure outputs are fit for purpose to achieve desired outcomes.
7. Ensure Biosecurity Officers utilise principal measures to facilitate land occupier compliance with rules to mitigate the use of Council enforcement procedures and provide specialist advice, analysis and resolution of complex issues and actions required.
8. Work collaboratively across the biosecurity functions to ensure alignment across work streams, to accurately report on the achievements of the programme outcomes and enable information to be used within team and individual work programmes.
9. Mentor and support staff development by regularly assessing performance measures against deliverables. Report on progress to continually increase the capability of employee skills, behaviours, and knowledge to ensure communication and service to the community remains consistent.

Toitū Te Tiriti | Treaty Partner Excellence

- Deliver outcomes that underpin and give effect to achieving Ngāi Tahu cultural and environmental aspirations, including but not limited to, mahinga kai and revitalisation programmes.
- Connect with our Ngāi Tahu partner to ensure understanding of Ngāi Tahu aspirations and priorities so that there is genuine input and contribution, which can be considered in mahi programme development and prioritisation.

- Demonstrate openness and courageousness in approaching issues and in co-design of processes and systems, supporting thought leadership that can give effect to the progression of the partnership.
- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha/Canterbury and Te Rūnanga o Ngāi Tahu, to demonstrate our 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.
- Support the organisation's cultural capability journey, leading by example and identifying clear priorities, expectations, and development opportunities for individual capability; planning and aligning work to support organisational cultural capability across all aspects of delivery.

Hauora me te Marutau | Health and Safety

The health, safety and wellbeing of our kaimahi and community is a priority for the Council, and we proactively implement robust health and safety practices. To meet our legal obligations you must:

- Understand the health and safety and risk obligations that rest with this position, and care for your own health, safety and wellbeing and that of others you may interact with.
- Ensure awareness of, and compliance with, legislative and operational standards, policies and guidelines, including the Council's code of conduct.
- Maintain an enquiring mind, undertake your own due diligence, and apply your knowledge of best practice to ensure a detailed understanding of any risks associated with this position.
- Ensure that relevant certifications are maintained, if applicable.

Hononga ā-Mahi | Working Relationships

Kai rō Kaunihera | Within the organisation

- Accountable to and frequent interaction with the People Leader for carrying out the duties and responsibilities, and report on individual progress.
- Frequent contact with the Data Analyst/Administration team to ensure data integrity and that relevant and accurate data is being supplied for analysis.
- Frequent contact with Biosecurity Officers to ensure programme deliverables are being met.
- Regular interaction with the Biosecurity Programme Managers Group to provide progress updates and ensure regional programmes are aligned.

- Interaction with other relevant Council staff to provide coordination and updates on specialist programmes.

Kai waho i te Kaunihera | Outside the organisation

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha /Canterbury and Te Rūnanga o Ngāi Tahu.
- Demonstrate 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.
- Regular contact with contractors undertaking works associated with the specialised programme of works or Biosecurity programme to ensure we have reliable up to date information and contract requirements are being met.
- Within specialist area, a high level of collaboration with landowners, community agencies, industry, and pest management business to identify and secure contract opportunities for aligned outcomes that deliver to specialised programmes.
- Regular and consistent contribution to reports to our community on progress with specialised programmes, objectives, and new initiatives so the community is well informed, up to date and constructively working with Environment Canterbury.

Ngā Herenga Motuhake | Special Conditions

- Working outside normal hours will be required at times to enable effective collaboration with external organisations and the public.
- Work in the field under a range of weather conditions.
- Occasional overnight stays away from home
- A good standard of physical fitness

As a regional council, we have a specific requirement to provide a civil defence function for Waitaha. Kaimahi are required to be available to assist, support or be associated, as reasonably required, with any Civil Defence emergency or any exercise organised in relation to this function.

Additionally, all kaimahi are expected to assist, support and respond, as reasonably required, to any event where the Business Continuity Plan is activated.

Māngai Whakahaere | Delegations and Authorities

Where specified, this role has 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.

Additional specific delegations may be given by the Chief Executive to the Chief People Officer on people and safety matters from time to time.

Ngā Āheitanga | Capabilities

Tohu Mātauranga | Qualifications

- A Bachelors degree* in a relevant subject and/or proven experience in ecology, plant science, biology, or relevant role.
- Knowledge of regional Biosecurity and/or Biodiversity is highly desirable but not essential.
- A clean full drivers licence and the ability to operate both manual and automatic transmissions is required.

*Where a person can demonstrate an appropriate level of knowledge and skills, these will be considered in lieu of tertiary qualifications.

Mātau ā-wheako | Experience

- A minimum of 5 years' experience in a similar role, working with high degree of autonomy.
- Experience in some, or all, of the following: pest identification and monitoring, applying regulations, contract management, project management and reporting.
- The demonstrated ability to engage a diverse range of people including the ability to communicate clearly and concisely in oral and written forms.
- Proven experience in brokering services and effective resource management.
- Significant knowledge and experience in biosecurity activities, pest/invasive species management and the operational aspects of control programmes.
- Experience in the management of operational budgets.
- Proficient in the suite of Microsoft applications and an aptitude and ability to learn new or customised systems, databases and procedures.
- Report writing skills including ability to compile a thorough but concise and factual report using graphs/ tables where appropriate to present results.

Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the Team Member level sit beneath each of the following organisational competencies.

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. From time to time the incumbent will be required to accept and carry out other duties.

Band / Grade	Position Code	Last Updated
6	OPERFDS.021	[...]

I agree to undertake the responsibilities detailed in this job description:

Ingoa | Name:

Waitohu | Signature:

Rā | Date Signed: