POSITION DESCRIPTION

MINISTRY FOR PRIMARY INDUSTRIES

Ministry for Primary Industries
Manatū Ahu Matua

Title:	Veterinary Technical Supervisor (VTS2)
Branch:	Verification Services
Reports to:	Veterinary Technical Supervisor (VTS1)
Location:	Establishment Sector based
Band:	VTS 9
Direct Reports:	None
Approved by:	Director Verification Services
Date:	Version 1.3; June 2021

Let us introduce ourselves...

Ko wai mātou

New Zealand Public Service Commission

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake 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.

Ministry for Primary Industries (MPI)

The Ministry for Primary Industries works to safeguard New Zealanders' way of life well in the future. To ensure this, we have a vision where New Zealand is the world's most sustainable provider of high-value food and primary products. Our organisational strategy sets the direction we need to take to achieve this vision and ensure the success of the food and primary industries for the benefit of all New Zealanders. For more information on our current strategy, see Our Strategy.

As we deliver on our key outcomes of Prosperity (Tōnuitanga), Sustainability (Kauneke Tauwhiro), Protection (Whakangūngū), and Visible Leadership (Ngā Manukura), as a team we work hard to deliver for New Zealand. We always strive to achieve on our four working styles – open, agile, engaging and proactive.

Our commitment to Diversity and Inclusion

To mātou kaingākau mo ngā rerekētanga me te tāpititanga

At MPI we *respect* the individual and want everyone to feel they can bring their whole selves to work every day. For more information on what Diversity and Inclusion looks and feels like at MPI, refer to - Our Diversity and Inclusion.

What is the purpose of this position?

Te whainga poto o tēnei tūranga

The purpose of this position is to undertake verification activities in line with current legislation and organisational requirements, thereby permitting the issue of official assurances.

General

Ngā korero Whānui

As an employee of the Ministry you are required to:

- Respond to the changing needs of the Ministry, performing other tasks as reasonably required
- Participate in responses (using the New Zealand Coordinated Incident Management System) if required and support others to participate in response as required.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy, and abiding by MPI's Code of Conduct

Our Values:

Value People – Value Our Work – *we respect each other and recognise our worth*
At MPI we need to support each other, value each other and recognise the work that we all do to achieve *Our Vision* of Growing and Protecting New Zealand.

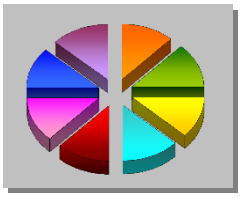
Work Together – Build Partnerships – *we connect with our people and our partners*
By forging strong relationships across MPI and with our partner organisations, we will strengthen our ability to achieve *Our Vision* of Growing and Protecting New Zealand.

Give Responsibility – Take Responsibility – *we trust each other to step up*
We work at our best when we have clear parameters and autonomy to act within them. Managers need to set those parameters with their team members and help staff to take responsibility.

Act With Purpose – Achieve Results – *we get the job done for New Zealand*
We will be clear about what we need to do to achieve *Our Vision* of Growing and Protecting New Zealand.

Accountabilities

Professional accountability



- *Accept accountability for decisions and actions taken in discharging the legal powers and duties as specified in the relevant Acts:*
    - ***Biosecurity Act***
    - ***Animal Products Act***
    - ***Animal Welfare Act***
    - ***Food Act***
    - ***HSNO Act***
    - ***ACVM Act***
    - ***TIES Act***
- *Maintain veterinary registration.*

- *Maintain relevant recognition and authorities*

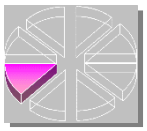
Key Responsibilities

- *Ensure that official assurances issued are valid and will withstand third party audit*
- *Ensure efficient use of hours and resources through managing self and workload within agreed parameters*
- *Recognise shared workloads, use initiative in completing routine tasks and accept instructions*
- *Attend and facilitate internal, external and market access reviews within assigned areas of responsibility and in conjunction with the SV manage resolution of any review findings*
- *Ensure timely corrective and preventative actions are put in place and operators implement these (including dispositions and follow up verification) or, if not, intervene or apply sanctions.*
- *Ensure that imported animals and germplasm meet relevant requirements before they are released or moved to containment*

What will you be doing?
Ngā kawenga mahi

Responsibilities/Key Result Areas	How achieved/objectives	Measures/Assessment of Performance
Verification Outputs		
1. Verification (process)	• Follow audit principles and organisational procedures. In conjunction with the SV, manage the verification programme, including apportioning tasks and completion of reports • Ensure tasks are completed within PBV period to allow report preparation. Track and follow up issues where the verifier has primary responsibility • Be actively involved in planning, including scope setting, targeted verifications and confirmation of operator control and implementation of specifications	The item indicated in **bold** is the primary measure or assessment of performance and the others are indicators of performance **Technical Performance Assessment** Calibration Technical Review
2. Verification (delivery)	• Carry out verification activities and interventions at an appropriate level and intensity. Fairly represent and communicate operator performance. Report any identified deficiencies. • Ensure reasonable consistency between local decision making and findings from third party audits • Act as the lead auditor for the minimum number of verifications per annum, as required by the organisation. • Accept accountability for other premises (i.e. act as SV) for a period while the SV is on leave • Perform the assigned portion of visits to other premises. Provide sufficient evidence to support decision making and provide "intelligence" on operator control • Conduct audits – perform audit tasks to a report standard including decision making and follow up of issues raised • In conjunction with the SV undertake management of the assigned off site verification programme(s).	**Calibration** Technical Performance Assessment Technical Review
3. Market Access		
Market Access Activities	• Carry out assigned mandated activities necessary to maintain continued market eligibility. Ensure operator compliance supports official assurances. Ensure sufficient verification and/or supporting documentation to support official assurances. • Identify and control product which may not substantially comply with Market Access Requirements (including New Zealand requirements)	Calibration Technical Review

Responsibilities/Key Result Areas	How achieved/objectives	Measures/Assessment of Performance
Importation	• *Ensure that imported animals and germplasm meet relevant requirements before they are released or moved to containment*	**Technical Review** Calibration
Certification	• Issue Animal Welfare Export Certificates, official assurances, eligibility documents, Ecert Health Certificates and paper export health certificates • Issue official assurances in conformance with principles of the Code of Professional Conduct and in compliance with the organisation's procedures • Maintain up to date knowledge of the Official Assurance Programme and developments in Electronic Certification	**Audit of Export Certificates and AWECs** Calibration
Animal Welfare	• Conduct animal welfare duties for yards and transport: investigation, education and/or referral to MPI Investigations, Readiness and Response (IRR) Branch • Meet the requirements and accountabilities as an Animal Welfare Inspector as defined under the Animal Welfare Act • Carry out investigations into potential breaches of animal welfare as per the Branch's documented procedures • Ensure sufficient verification and/or supporting documentation to support Animal Welfare Export Certificates.	**Technical Review** Calibration
4 Business Application		
Administration	• Maintain a robust verification trail associated with core functions listed above (records and reports) • Accurately input time, expense and cost recovery information into relevant MPI systems • Where assigned areas of responsibility, ensure local quality systems are maintained and updated, including VOL local procedures	Calibration
Information Management	• Identify, prioritise and action information required to perform core functions of verification, certification and regulated control schemes as they pertain to the premises • Keep suitable records of all activities for the appropriate time, including records of all correspondence • Maintain documents and records as required for Recognised Agency status • Maintain knowledge in areas of responsibility	Calibration

Responsibilities/Key Result Areas	How achieved/objectives	Measures/Assessment of Performance
Corporate Citizenship	• Operate in accordance with the Director General's requirements and MPI's obligations under the State Sector Act 1988, Public Finance Act 1989 and Public Records Act 2005 • Demonstrates familiarity and compliance with organisational business rules. • Ensure a good knowledge of the Treaty of Waitangi and an understanding of its implications for MPI's businesses • Promote Occupational Safety and Wellbeing (OSW) Policies and Practices • Support an environment and culture within the team ensuring staff are protected and work in a safe and healthy workplace • Provide visible promotion and leadership support for MPI's OSW policies and practices • Proactively support and encourage others to share responsibility for health and safety.	**Manager Assessment** Calibration
5. Organisational Engagement		
Verification Branch Contribution 	Model expected MPI behaviours by demonstrating the MPI Values • Contribute positively to local and wider regional and national teams Proactively take on challenges, demonstrate initiative and flexibility, and add value • An individual can be expected to complete tasks they are reasonably asked to do, where they have the capability and capacity.	**Manager Assessment** Calibration
6. Relationships		
	• Develop and maintain relationships based on mutual, respect and support. • Provide timely and accurate communication to interested parties based on good research and understanding of the audience's needs • Communicate regularly and effectively to achieve positive outcomes • Foster collegial relationships with VS peers and managers – show a willingness to engage • Develop and maintain a professional relationship with external parties. • Give and receive feedback in an open-minded manner	**Manager Assessment** Calibration Stakeholder Survey

Responsibilities/Key Result Areas	How achieved/objectives	Measures/Assessment of Performance
7. Effective Teamwork		
	• Actively engage in decision making and collective management of the verification programme and management of issues • Participate in regular feedback and calibration with team members. • Demonstrate collegiality by freely sharing information and best practice and actively utilising the strengths of all team members • Participate in planning and management of team strategy and workload • Contribute to effective teamwork by appropriate actions and constructive lines of communication	**Manager Assessment** Calibration
8. Professional Development		
	• Demonstrate personal ownership and management of post warranting plans, where appropriate • Accept personal responsibility for maintaining technical knowledge and competencies necessary for renewal of recognition and authorities • Achieve the organisation's learning requirements including those required for professional registration. • Take on specific project work as opportunities present themselves. Fully engage in achieving successful outputs • Engage and participate in the PEP process including appropriate responses and follow up to positive and negative feedback and completion of the development plan, where appropriate • Look for opportunities for personal growth and development; seek out knowledge in unfamiliar work related programmes, processes and sectors. • Pursue interests independently without prompting, seek out calibration with colleagues	**Manager Assessment** E-learning

Who would you be working with?
Ko wai ō hoa mahi?

INTERNAL

	Nature of the Relationship
Manager	For guidance, support and advice and to report progress, and identified issues
Other team members	To share information, seek and provide assistance, and discuss technical issues
MPI Managers & Staff	
Regional Technical Specialist	
Verification Branch Staff	
Veterinary Technical Supervisor - VTS2(s)	
Internal Auditors	
Other MPI business groups	

EXTERNAL

	Nature of the Relationship
Suppliers	
Premises management and staff	
AsureQuality management and staff	
VeritAg management and staff	
Primary sector	
External auditors	
The public	
Practice Veterinarians	
Corporates	

Dimensions of the Position

STAFF

Number of direct reports:	N/A
Number of staff reporting to your direct reports:	N/A
Total number of employees in this Cost Centre:	N/A

FINANCIAL

Payroll:	N/A
Other operating budget:	N/A
Capital:	N/A
Revenue:	N/A

FREEDOM TO ACT

The levels and areas of discretion given to this position include:

- Officer under the Animal Products Act, Food Act, HSNO Act, Animal Welfare Act and Biosecurity Act
- Completion of Regulatory control scheme responsibilities as necessary
- Planning and prioritising work to meet the core objectives
- Proactively taking steps required to resolve any issues in areas of responsibility
- Proactively initiating research into new issues to support operational systems and/or improvements in efficiency or effectiveness in areas of responsibility.

SECURITY CLEARANCE

To fulfil the requirement of this position a security clearance classification to the following level is required:	Criminal conviction check

Who are we looking for?

Ko te tangata mo tēnei tūranga?

Education, skill, general knowledge and experience	What aspect of your job requires this?	Essential/Desirable
Qualified and registered Veterinarian	All Aspects of the Role	Essential
Completion of: • MPI VS induction training programme and practical training in VS activities • Auditing skills training course • Certification ethics and skills course • Sector specific training	All Aspects of the Role	Essential
Knowledge of the principles and practices associated with HACCP, Quality Assurance systems, Risk Management Systems	All Aspects of the Role	Essential
Demonstrated competence in verification principles	All Aspects of the Role	Essential
Verbal and written skills, verbal and analytical reasoning skills	All Aspects of the Role	Essential
Integrity and trust, ethics and values, resilience, adaptability and openness	All Aspects of the Role	Essential
Persuading and influencing, teamwork, planning and organising	All Aspects of the Role	Essential
Computer literacy – can operate standard and customised software to an acceptable standard e.g. word-processing, excel, internet, email, database, secure sites, electronic certification, residues etc	Some Aspects of the Role	Essential
An understanding of basic food technology	Some Aspects of the Role	Desirable

Capabilities

Ngā taumata mātou

COMMON CAPABILITIES – expected in all MPI roles	
Engaging *Te Whai Wāhitanga*	• Connects with others • Listens • Reads people and situations • Interacts appropriately in different situational / social / cultural settings • Communicates tactfully
Honest and Courageous *He Pono, He Māia*	• Shows courage • Shows decisiveness • Acts with integrity
Resilient *He Manawaroa*	• Is adaptable • Remains effective under pressure • Demonstrates composure
Results Focus *He Aro ki ngā Hua*	• Committed and tenacious • Focused on achieving
Self-Aware Learner *He Ākonga Kiri Mōhio*	• Seeks feedback on own performance • Self-assesses • Adapts approach • Shows commitment to development
Tikanga Māori *Tikanga: the dynamics of doing what is right / rite so as to respect, and not transgress, the mana, integrity and honour of anyone in a given context; Māori: the indigenous people of the land*	• Applies Māori culture and language to work • Draws on Māori culture to enrich one's work • Applies Māori knowledge and values within a government and Crown context *Refer to relevant Career Pathway Māori Cultural Competency for role-specific expectations.*

CAPABILITIES – specifically relevant to this role	
Judgement and Decision-Making	• Considers options and likely consequences • Able to give rationale for decisions • Is able to make decisions in uncertain situations • Makes timely decisions, balancing the desire for complete information with the need to progress important or urgent matters
Inquiring and Analytical	• Thinks analytically and critically • Displays curiosity • Shows awareness, and minimises impact of bias
Plans and Organises	• Manages and delivers on work priorities • Purposeful about use of time
Works Collaboratively	• Understands the context • Focuses on priority work • Shares information • Builds trust with other teams/groups • Works across boundaries • Supports others to succeed
Negotiates Agreements	• Enters negotiations with clear desired outcomes • Gains and maintains trust of other parties • Uses a range of different negotiation styles • Finds areas of agreement from which to progress difficult discussions

RESPONSE CAPABILITIES – for all staff who may be involved in a response	
Dealing with ambiguity	Comfortably handles unclear or unpredictable situations
Accountability	Accepts responsibility for one's actions regardless of outcomes
Professionalism	Acts in accordance with job-related values, principles and standards
Handling stress	Manages pressure without getting upset, moody or anxious
Integrity	Acts honestly in accordance with moral or ethical principles