

Position Description

Title:	Adviser
Business Unit:	Biosecurity New Zealand
Directorate:	Animal & Plant Health
Reports to:	Manager Horticulture Imports
Location:	Wellington
Approved by:	Director Animal and Plant Health
Date:	February 2021

Let us introduce ourselves

[New Zealand Public Service Commission](#)

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hāpori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community and guided by the core principles and values of the public service in our work.

Ko wai mātou

The purpose of MPI is Growing and Protecting New Zealand. Our ambition is that New Zealand is the most trusted source of high value natural products in the world. We work to achieve four outcomes: Growth, Sustainability, Protection and Participation. At MPI our values are respect, trust, connect and deliver.

New Zealand's biosecurity system is vital – our country is unique, and we need to protect it. Our primary sector, tourism, environment, and even our way of life are underpinned by a strong biosecurity system.

At Biosecurity New Zealand, our focus is on stopping unwanted pests and diseases at the border, before they get to New Zealand, and eradicating or managing the impact of those already here. With the help of New Zealanders, we ensure our unique environments and the value of our primary industries are maintained.

An inclusive and diverse workplace means a lot to MPI

He mea nui ki a MPI tētahi wāhi mahi manaaki, kanorau hoki

Being an inclusive and diverse organisation means that everyone has the same opportunities and is treated with the same level of respect and acceptance, regardless of factors that make us who we are (such as gender, age, life circumstances, sexuality, ethnicity, opportunity, religion, marital status, and physical ability). Everyone has a unique contribution to make.

MPI is committed to making sure all our people represent the people of Aotearoa, and feel a sense of belonging to MPI. That's why we are focussed on improving our cultural capability; recruiting for diversity with a focus on attracting more Māori and Pasifika people into MPI; achieving gender equality for all management tiers and making sure that women are empowered and supported to take up leadership positions; focusing on our flexible work arrangements to enable all MPI people to balance the commitments they have in their lives, ensuring all staff have the ability to take up opportunities available to them; and closing our gender and ethnic pay gaps across MPI.

We're committed to strengthening inclusive behaviours so that all MPI people genuinely have their voices represented, heard and respected, and growing the sense of belonging that we all have to MPI.

He aha te mea nui o te ao. He tangata, he tangata, he tangata.

What is the most important thing in the world? It is the people, it is the people, it is the people.

What is the purpose of this position?

Te whaingā poto o tēnei tūranga

The Adviser contributes to the development, implementation, maintenance and review of import health standards and other documents in accordance with international principles. The Adviser will also be responsible for ensuring the technical documents produced are written in simple understandable language that enhances ease of use.

The Adviser will be allocated responsibilities within the Horticulture Imports team, which will be agreed through discussion with the Manager. The Imports teams work in a very dynamic environment with often rapidly changing requirements. The specific work areas and Team identified for an Adviser may change in line with these.

What will you be doing?

Ngā kawenga mahi

Import Health Standards

- Contribute to the prioritisation of the import health standard (IHS) development work programme
- Contribute to the implementation and review of IHSs in accordance with international principles and standards. This includes the selection and implementation of appropriate risk management measures
- Contribute to the assessment and recommendation of equivalence requests for individual consignments
- Contribute to and/or develop and review safeguards in IHSs relating to the importation of approved new organisms and the prevention of non-approved organisms
- Assist with the review of the efficacy of quarantine treatments and evaluate alternative treatments as submitted by industry or overseas organisations for inclusion in these standards
- Contribute to consultation processes on IHS proposals with interested or affected parties and assist with resolving and advising on issues that arise from the development process as required
- Contribute to bilateral technical discussions with appropriate authorities from overseas countries as required

Risk Assessment/Analysis

- Provide input into the development and review of risk management options/measures as required
- Provide input to and peer review draft risk analyses
- Work with the Risk Analysis team on import health standard reviews and updates

Information and Advice

- Provide policy and technical advice to MPI senior managers and staff on issues related to the development and implementation of import health standards
- Contribute to the development and monitoring of projects with relevant organisations to provide information/research relating to import health standard development
- Identify and arrange necessary alterations and updates to relevant databases
- Facilitate the resolution of issues that arise through the development or review process and ensure that all important issues and events are brought to the attention of the Manager and managed in accordance with relevant standards and MPI and Government policy
- Review relevant international literature and scientific data associated with the development of standards and methods

- Draft responses to ministerial correspondence, Parliamentary questions and Official Information Act requests

Liaison and Relationships

- Liaise with colleagues on technical aspects of import health standards to ensure that standards are harmonised with relevant international standards and that principles and procedures are technically justified

Accreditation and audit

- Provide assistance and support during accreditation audits as required

Corporate Responsibilities

- Model expected MPI behaviour
- Share in the responsibility for the health and safety of yourself and others in the work environment by carrying out work-related activities in accordance with safe operating procedures and by accurately reporting all hazards, accidents and incidents

General

Ngā korero Whānui

Respond to the changing needs of the Ministry for Primary Industries (MPI), 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, maintain confidentiality and privacy, and abide by MPI's Code of Conduct.

This position description is not intended to be an exhaustive list of tasks, but to act as a guide as to the main duties and responsibilities of the position. Its content will be subject to regular review in conjunction with the job holder.

Key Relationships and Stakeholders

Internal	Nature of the relationship
Manager	• Provide advice and guidance on risk management • Seek guidance on process, intellectual leadership, individual development and management support. • Seek guidance and direction on delivery of work programme, key milestones, issues, risks and mitigations
Other team members	• Collaborate on projects, share information and practices, and co-ordinate with team members across work programmes • Influence and persuade people to obtain agreement where there are conflicting interests • Liaise with appropriate managers/advisers to support alignment between border and post-border interventions • Contribute to discussions regarding the application of measures • Support group activities as needed
Internal stakeholders	• Communicate and consult on strategies and operations, as detailed in the work programme
Other managers, teams within MPI	• Collaborate on organisational projects, share information, and practices and co-ordinate across work programmes. • Support crossbranch initiatives and provision of technical expertise • Liaise with plant exports teams to ensure consistency of approach between imports and exports

	Work with Market Access Coordination team to negotiate and agree access conditions for NZ imports
--	---

External	Nature of the relationship
Ministry of Foreign Affairs & Trade, other government departments, Crown Research Institutes and other technical specialists.	Collaborate on technical queries/issues
Overseas phytosanitary regulatory authorities, Industry sector or trade contacts nationally and internationally	Facilitate active collaboration, build knowledge, and capture sector/trade knowledge/information as inputs to work.
Industry bodies and organisations	Facilitate active collaboration, build knowledge, and capture sector/trade knowledge/information as inputs to work

Dimensions of the Position

This role does not have any people management or financial responsibility.

Freedom to Act

- The authority to exercise Human Resource Delegations of Authority for non-managerial positions as detailed in the Human Resource Delegations of Authority.
- The ability to incur financial costs for non-managerial positions, as detailed in the Financial Delegations of Authority.
- Non-Departmental Financial delegations (as approved by the Minister from time to time for specific programmes).
- Expenditure within approved budget and delegated authority.

Security Clearance

To fulfil the requirement of this position a security clearance classification to the following level is required:	Criminal Conviction Check
--	---------------------------

Education, Skills and Experience

Qualifications	Essential - Relevant tertiary qualification e.g. in horticultural or biological sciences or equivalent practical experience Desired - A post-graduate qualification (preferably PhD or MSc) in horticultural, forestry, agricultural or biological sciences, or a related discipline is strongly preferred, but relevant experience may be considered in candidates with a high level of experience - Degree in plant/forestry sciences
Experience and knowledge	Essential - Relevant technical/professional experience - Experience or an ability to produce written technical documents in simple understandable terms - Ability to work under pressure and in conflict situations - Ability to plan, set priorities and meet deadlines

	• Computer literacy Desired • Stakeholder Management • Knowledge and understanding of the impact of regulation and the ability to assess benefits, risks and costs (including compliance costs) associated with technical standards development and implementation • Experience in gathering, organising, and communicating information. This includes being able to quickly understand the nature of problems, identify a range of possible solutions (including their implications), form conclusions and provide advice • Understanding of the biosecurity regulatory framework employed in New Zealand
Skills	Essential • Sound judgement and analytical skills, with particular emphasis on application in a regulatory and trade environment • Sound relationship management skills • Ability to think “outside the square”, be innovative and not be constrained by how things have always been done • Excellent written and verbal communication and presentation skills • Excellent interpersonal skills: persuasive, able to listen to other ideas and the ability to engage others in your ideas

Capabilities

COMMON CAPABILITIES – expected in all MPI roles	
Engaging <i>Te Whai Wāhitanga</i>	• Connects with others • Listens • Reads people and situations • Interacts appropriately in different situational / social / cultural settings • Communicates tactfully
Honest and Courageous <i>He Pono, He Māia</i>	• Shows courage • Shows decisiveness • Acts with integrity
Resilient <i>He Manawaroa</i>	• Is adaptable • Remains effective under pressure • Demonstrates composure
Results Focus <i>He Aro ki ngā Hua</i>	• Committed and tenacious • Focused on achieving
Self-Aware Learner <i>He Ākonga Kiri Mōhio</i>	• Seeks feedback on own performance • Self-assesses • Adapts approach • Shows commitment to development
Tikanga Māori <i>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</i>	• 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 <i>Refer to relevant Career Pathway Māori Cultural Competency for role-specific expectations.</i>

CAPABILITIES – specifically relevant to this role	
Functional/ Technical skills	Has the functional and technical knowledge and skills to do the job at a high level of accomplishment
Communicates with Impact	- Communicates clearly - Influences others - Communication achieves intended purpose
Customer and Stakeholder Connection	- Thinks about broader context - Knows stakeholders / customers - Consults widely
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
Works Collaboratively	- Understands the context - Focuses on priority work - Shares information - Builds trust with other teams/groups - Works across boundaries - Supports others to succeed

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