

Position Description

Title:	Team Manager, Pest Management Programmes
Business Unit:	Biosecurity New Zealand
Directorate:	Readiness & Response Services
Reports to:	Manager, Pest Management
Location:	Wellington
Approved by:	Deputy Director General, Biosecurity New Zealand
Date:	September 2020

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 orange 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 hapori, 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.

Let us introduce ourselves

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 is 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.

Readiness and Response Services is a directorate that forms part of the Biosecurity New Zealand Branch and is responsible for bringing together critical capability to effectively prepare and manage responses, and to co-ordinate recovery and long-term management activities; and compensation, resulting from actions taken to manage biosecurity incursions, to those economically impacted. As a directorate we work across biosecurity, food, primary production and trade systems.

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 Pest Management Group provides leadership and coordination of the pest management system in New Zealand. The Group leads overall system improvements, develops management strategies, and delivers programmes to reduce the spread and impacts of pests and diseases that are established within New Zealand, both recent arrivals and pests that have been in the country a long time.

The Team Manager Pest Management Programmes is responsible for leading a team that delivers a range of management and eradication programmes which include surveillance and operational pest control activities, pathways management, research into new and improved tools, and behaviour change campaigns. The work programme is delivered in partnership with other central and local government agencies, Māori, industry organisations and communities.

The work programme for the Pest Management Programmes team will evolve and change over time to manage new or emerging pest issues, and as pests are eradicated.

What will you be doing?

Ngā kawenga mahi

Responsibilities of this position are expected to change over time and the Team Manager, Pest Management Programmes will need the flexibility to adapt and develop as the environment evolves and will be required to deliver results in the following areas.

- Ensure work programmes have clear strategies and plans, and systems and processes for monitoring and reporting activity, expenditure and outcomes.
- Ensure clear prioritisation of work and effective use of resources.
- Maintain a high performing and collaborative team and ensure evaluation of the team's work through regular monitoring and reporting with the results used to drive improvement.
- Proactively monitor and manage strategic and political risks.
- Ensure advice and reporting to senior leaders and Ministers on the progress and impact of management programmes is timely and of a high quality.
- Lead external communications with programme partners.
- Build networks and partnerships with internal and external partners and stakeholders.
- Support the Manager, Pest Management by providing information, analysis and advice as required and working collaboratively with other managers in the group.
- Enable the Pest Management Group to carry out its mandate, drive improvement and ensure the overall work programme is coherent, efficient and effective.

- Ensure the Pest Management Group's work programme is aligned with, and supports, strategic outcomes for the biosecurity system, MPI and our partners

People Management

- Accountable for the health and welfare of employees.
- Provide clear direction, guidance and advice to direct reports
- Provide leadership and management to all staff within the function, by ensuring robust processes for communication, engagement, learning and development and performance management are implemented.
- Be an escalation point for the team and resolve issues appropriately.
- Providing effective, constructive and timely updates, recognition and feedback to team members.
- Ensure that planning for and evaluation of the team's work is ongoing through regular monitoring and reporting with the results used to drive improvement.

Operational Management

- Contribute to budget planning and reporting, ensuring cost centre budget is managed appropriately and team stays within resource and budget limits.
- Manage all resources and outcomes within the function through the effective implementation of organisational processes and procedures (e.g. health and safety, recruitment, financial, planning, monitoring and measuring, reporting).

Pest Management Leadership team

- Works collaboratively in facilitating and supporting change initiatives and increase capability across the group and wider directorate and ensure that agreed objectives are met
- Contribute to the Pest Management Group's strategic planning, including planning and prioritising the overall work programme
- Contribute to and actively role model the Ministry's purpose, strategy and values
- Contribute to the common operating picture
- Work across boundaries to promote a culture of collaboration across the directorate through regular communication and engagement with other functions and Industry Partners, where required

General

Ngā korero Whānui

All our employees are expected to:

- 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 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
Group manager	• Provide advice and guidance on progress achieved against MPI's goals based on group priorities and operating context. • Seek guidance on process, intellectual leadership, work programmes, individual development and management support.
Direct reports (staff)	• Set and demonstrate the desired culture and behaviours expected.

	- Communicate, direct, motivate and provide advice in line with MPI's strategic direction and the group's outcomes, to ensure outcomes are understood and that direct reports are engaged. - Manage performance by providing appropriate and ongoing direction, development opportunities, guidance, feedback and allocation of work. - Seek advice on risks and opportunities that affect the delivery of the Group's outcomes.
Group management team	- Communicate and consult on leadership and management strategies. - Provide advice on risks and opportunities, analysis of data, formulation and presentation of options for decision-making. - Influence and persuade people to obtain agreement where there are conflicting interests. - Seek guidance on strategy, initiatives across MPI, government direction and support for organisational culture.
Other managers, teams within MPI	- Engage and communicate across MPI. - Collaborate on organisational projects, share information and practice, and co-ordinate work programmes.
MPI HR	Collaborate on health and safety, recruitment and induction, delegations, HRIS etc.
MPI staff	- Provide education and information relating to MPI, directorate and group activities. - Lead and motivate staff to meet objectives.

External	Nature of the relationship
Maori stakeholders, Iwi, Hapu organisations	Facilitate active collaboration, developing MPI's understanding of and inclusion of Maori views and knowledge in the management of relevant <i>response activity</i>.
Representative staff from industry organisations	- Provide guidance and information, and represent interests of MPI by engaging and influencing to achieve outcomes of MPI and external organisations. - Sustain partnerships to ensure effective delivery of long-term programmes, including agreement on management and the delivery of roles and responsibilities.
Management of service providers	- Provide guidance and information, and represent interests of MPI by engaging and influencing to achieve outcomes of MPI and external organisations. - Establish long-term contract arrangements through successful negotiation and ensure their effective and efficient implementation.
Managers in other government agencies involved in pest management	- Engage in joint planning and implementation to manage pests. - Provide leadership, guidance and information and represent interests of MPI by engaging and influencing to achieve outcomes of MPI and other government agencies. - Share ideas, strategies, approaches, tools and collaborate where mutual benefits exist. - Sustain partnerships to ensure effective delivery of long-term programmes, including agreement on management and the delivery of roles and responsibilities.
International peers	Share ideas, strategies, approaches, tools and collaborate where mutual benefits exist
Stakeholder/industry groups	Inform, share information, liaise on key matters, and represent interests of MPI.

Dimensions of the position

STAFF

Number of direct reports	<i>Up to 10 FTEs</i>
Total number of MPI staff within area of responsibility	<i>Not Applicable</i>

FINANCIAL RESPONSIBILITY

MPI operating expenditure	By agreement with your manager and in accordance with the annual budget.
Non-departmental expenditure	By agreement with your manager and in accordance with the annual budget.
Capital expenditure	By agreement with your manager and in accordance with the annual budget.

FREEDOM TO ACT

- The authority to exercise Human Resource Delegations of Authority for level 5 managerial positions as detailed in the Human Resource Delegations of Authority.
- The ability to incur financial costs for level 5 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.
- Planning, prioritising and deploying all resources within his/her defined area of responsibility.

SECURITY CLEARANCE

To fulfil the requirement of this position a security clearance classification to the following level is required:	Criminal Conviction Check
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Education, skills and experience

Qualifications	Essential • Graduate level qualification in a relevant discipline. Desired • Post-graduate university qualification in a relevant discipline(s). • Programme management qualification.
Experience and knowledge	Essential • Proven track record of successful operational leadership and management of a complex programme of work. • Experience in managing internal and external relationships with a range of different partners and stakeholders, with demonstrated management success in building relationships, gaining the support and participation of key individuals and groups, and working through influence rather than positional power. • Established reputation as an expert in policy, planning, or developing pest management-focused capability. • Experience in a New Zealand Government agency. Desired • General knowledge of MPI's business environment, its strategic priorities, strengths and weaknesses. • Good knowledge of legislative, legal and Government policy and practices. • Experience in impact assessment, evaluation and risk management.

Skills	Essential • People leadership, management, development, performance management, succession planning and building a team. • Proven ability to effect change and deal with ambiguity. • Proven negotiation, influencing and problem solving skills. • Proven relationship management skills. • Proven high level written communications and presentation skills. • People leadership and management skills, including selection, development and performance management, and building effective teams. • Programme management skills, including experience in leading work and achieving effective outcomes in situations where there are diverse interests Desired • Proven financial management skills including understanding of government's financial management processes. • Operational management skills including the development of group business plans and budgets, priorities and processes, to meet business objectives.
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Capabilities

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 culturally appropriate 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.

LEADERSHIP – LEVEL 5	
Category	Capabilities
Talent management	Manages Individual Performance • Sets clear performance expectations for individuals • Supports and reinforces high performance • Manages poor performance Develops People • Develops others • Coaches / mentors individuals • Enables career development • Develops team capability Builds Team Performance • Sets clear team objectives and expectations • Monitors team cohesion and performance • Strengthens team cohesion and performance • When recruiting, considers gaps in team's capability, diversity and experience
Delivery management	Plans and Organises • Manages and delivers on work priorities • Purposeful about use of time Achieves through others • Delegates to individuals • Maintains oversight of their team's work
Collaborative Leadership	Works Collaboratively • Understands the context • Focuses on priority work • Shares information • Builds trust with other teams/groups • Works across boundaries • Supports others to succeed
Strategic leadership	Customer and Stakeholder Connection • Thinks about broader context • Knows stakeholders / customers • Consults widely

CAPABILITIES – specifically relevant to this role	
Category	Capabilities
Partners with sector	• Connects different players • Finds common ground • Thinks entrepreneurially
Communicates with impact	• Communicates clearly • Influences others • Communication achieves intended purpose

CAPABILITIES – specifically relevant to this role	
Category	Capabilities
Organisational/Political nous	• Shows political awareness • Navigates sensitive issues • Is regarded as credible and trustworthy • Influences others' priorities

RESPONSE TECHNICAL EXPERT CAPABILITIES – for Tier 5 / 6 managers / staff likely to be involved in a response function in their area of expertise	
Solving Problems	Identifies solution given available information
Anticipating Problems	Forecasts and detects errors, gaps and potential flaws
Professionalism	Acts in accordance with job related values, principles and standards
Dealing with Ambiguity	Comfortably handles unclear or unpredictable situations
Handling Pressure	Remains calm, composed and focussed on the work in ongoing high-pressure situations