



Position Description

Title:	Adviser Animal Welfare Science
Business Unit:	Agriculture and Investment Services
Directorate:	Animal Health and Welfare
Reports to:	Manager Animal Welfare Science
Location:	Wellington
Approved by:	Manager Animal Welfare
Date:	November 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 hāpori, 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 tāpītanga



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 whaingā poto o tēnei tūranga

The Adviser's primary role is to provide work programme, project and technical support for the development, review and implementation of animal welfare standards.

The Adviser is an integral part of the team responsible for providing advice on good practice and scientific knowledge relevant to the physical, health and behavioural needs of animals.

The role is responsible for working across MPI and the National Animal Welfare Advisory Committee (NAWAC) and the National Animal Ethics Advisory Committee (NAEAC) and other stakeholders to develop, review and implement animal welfare standards that support the expectations of New Zealand society for the welfare and humane treatment of animals, and to contribute to market success and optimum product positioning for New Zealand livestock products.

The nature of the position requires the job holder to actively participate in discussions with industry, animal welfare agencies and other relevant government departments to develop policies based on agreed standards or existing legislation. Animal welfare issues are complex, with scientific, ethical, economic, political and social dimensions and it is necessary to be sensitive to all views of interested parties when developing policies and standards.

The Animal Welfare Science team sits within a wider Animal Welfare Team in the Animal Health & Welfare Directorate of the Agriculture and Investment Services Branch of the Ministry for Primary Industries.

What will you be doing?

Ngā kawenga mahi

- Support animal welfare standards and programmes through effective development, implementation and review of codes of ethical conduct, codes of welfare, and other animal welfare standards and guidance, in line with MPI and international obligations, and through the planning, review, monitoring and reporting of team work programmes.
- Support the provision of information and advice, by supporting the team to, and contributing to, Ministerial servicing and handling public enquiries, and providing technical advice to MPI, NAWAC and NAEAC, and other stakeholders as appropriate to the function.
- Lead and contribute to relationships through taking a customer focus and building and leading relationships in MPI and with key stakeholders as appropriate to the function.
- Contribute to robust systems and processes by implementing and contributing to their development, and suggesting improvements. Understand and follow processes for escalation of animal welfare issues and referral of complaints made under the Animal Welfare Act 1999.



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 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.

Who would you be working with?

Ko wai ō hoa mahi?

Internal	Nature of the relationship
Directors/Managers/Team Managers	• Inform • 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	• Inform, coordinate and work alongside. • 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.
Other managers, teams within MPI	• Collaborate on organisational projects, share information, and practices and co-ordinate across work programmes.

External	Nature of the relationship
NAWAC and NAEAC Chairs & Committee Members	Inform, coordinate and work alongside.
Other New Zealand and International Agencies or Government Departments	Inform, coordinate and work alongside.
MPI-Sector Governance and Operational Bodies	Inform, coordinate and work alongside.
External Stakeholder/Industry Representatives	Inform, coordinate and work alongside.
Animal Welfare Interest Groups	Inform
Persons in Charge, Owners of Animals, and the Public	Inform

Dimensions of the position



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.

Planning, prioritising and deploying all resources within the 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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Who are we looking for (education, skills and experience)?

Ko te tangata mo tēnei tūranga?

Qualifications	Essential - Postgraduate qualification in a relevant subject or a Veterinary qualification, OR a - Relevant qualification and equivalent experience.
Experience and knowledge	Essential - Experience with animals in an animal or animal welfare related field. - Broad knowledge of the New Zealand regulatory environment and Animal Welfare Act 1999. - Experience in managing relationships and consultation with an assortment of external stakeholders. Desired - Knowledge of MPI's business environment, its strategic priorities, strengths and weaknesses. - Understanding of primary production systems - Experience in policy development, consultation and administration. - Knowledge of the international trading and standard-setting environment including the World Organisation for Animal Health (OIE), and understanding of how NZ operates in the international arena.
Skills	Essential Well-developed organisational skills with ability to think ahead, prioritise and plan appropriately.



	• Ability to develop effective working relationships with people from all levels of an organisation. • High level of written and oral presentation and communication skills. • Action-oriented, focused on delivery, self-motivated and able to work without direct supervision. • Methodical approach to problem solving with ability to attend to detail. • Ability to develop effective working relationships with people from all levels of an organisation. • Excellent research and analytical skills. • Effective computer skills, including ability to work with standard Microsoft office applications. Desired • Evidence of effective negotiation skills, creating agreements or compromise for goals or new positions of understanding.
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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	
Works Collaboratively	• Understands the context • Focuses on priority work • Shares information • Builds trust with other teams/groups • Works across boundaries • Supports others to succeed
Communicates with Impact	• Communicates clearly • Influences others • Communication achieves intended purpose
Customer and Stakeholder Connection	• Thinks about broader context • Knows stakeholders / customers • Consults widely
Organisational / Political Nous	• Shows political awareness • Navigates sensitive issues • Is regarded as credible and trustworthy • Influences others' priorities
Plans and Organises	• Manages and delivers on work priorities • Purposeful about use of time
Written Communication	• Writes clearly and succinctly • Uses correct grammar and spelling • Uses a writing style appropriate to a document's purpose • Meets professional formatting expectations • Uses exemplars and peer review

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