

## Position Description

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|-----------------------|--------------------------------------------------|
| <b>Title:</b>         | Senior Adviser                                   |
| <b>Business unit:</b> | Biosecurity New Zealand                          |
| <b>Reports to:</b>    | Chief Veterinary Officer                         |
| <b>Location:</b>      | Wellington                                       |
| <b>Approved by:</b>   | Deputy Director-General, Biosecurity New Zealand |
| <b>Date:</b>          | October 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 āiane, 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 (Whakangungu), and Visible Leadership (*Ngā Manukura*), we work hard to deliver for New Zealand. Using our key working styles, we always strive to be open, agile, engaging and proactive.

### Our commitment to Diversity and Inclusion

#### *To mātou kaingākau mo ngā rerekētanga me te tāpītītanga*

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 Senior Adviser will provide support to the Chief Veterinary Officer (CVO) in their strategic leadership role across MPI in New Zealand's Animal Health System.

It will be responsible for connecting across MPI Business Units and relevant directorates to understand the Ministry's priorities, needs and projects underway that relate to the Animal Health System.

The role requires an ability to confidently navigate and build collaborative relationships across a large government department (MPI) across the full spectrum of the Animal Health System. In addition, an understanding of the motivations, drivers, roles and responsibilities of internal and external stakeholders will be vital.

The role requires excellent communication skills (including writing) and a highly collaborative working style as it must work proactively to connect across all parts of MPI engaged with animal health activities at operational, tactical, and strategic levels.

### **What will you be doing?**

#### ***Ngā kawenga mahi***

Responsibilities of this position are expected to change over time and the Senior Adviser will need the flexibility to adapt and develop as the environment evolves and will be required to deliver results in the following areas:

- Communicating CVO collaboration opportunities and outputs of relevance to MPI staff at a variety of levels, to maximise engagement and uptake and to prevent duplication.
- Participating in or providing advice to relevant projects that are aligned with and linked to CVO work across the Animal Health System.
- Support the production of high-quality documentation and processes to support CVO work priorities.
- Where requested, interact with participants outside of MPI in New Zealand's Animal Health System to promote a strong and resilient Animal Health System for New Zealand.
- Supporting\* on a case-by-case basis the Office of the Chief Biosecurity Officer (CBO) with strategic or technical advice on relevant animal health issues.

(\*as agreed by the Chief Veterinary Officer)

#### **Technical advice and support:**

Develop and maintain an understanding of New Zealand's Animal Health System to provide timely advice and support to the Chief Veterinary Officer. The Chief Veterinary Officer is the professional lead for veterinarians across the Ministry.

Work closely with MPI Directors, L4s and other role holders with animal health accountabilities to ensure cross MPI collaboration and connectedness and to promote system understanding and resilience building.

#### **Chief Veterinary Officer communication and connections:**

Coordinate the engagement across MPI directorates at various levels to encourage a system approach to decisions and work that is undertaken.

Ensure MPI's views and priorities are effectively represented and communicated internally and externally by raising challenges with the CVO.

Increase the visibility and understanding of a broad animal health system approach in New Zealand through an integrated set of initiatives, including circulating reports and identifying opportunities for increasing awareness (e.g., through seminars).

Support the work of the CVO to enhance the connection of existing system elements to further strengthen New Zealand's Animal Health System. This will include working across disciplines both

inside MPI and with external stakeholders.

## General

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                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Chief Veterinary Officer</b>                                                   | Line management, context and direction setting.                                                                                                                                                                                                                                                                                                                              |
| <b>Departmental Science Advisor</b>                                               | To align activities with MPI's Science Strategy implementation and related work streams. To exchange strategic information on animal health science and research matters.                                                                                                                                                                                                    |
| <b>Chief Biosecurity Officer</b>                                                  | To align activities in the Animal Health area with work undertaken across the Biosecurity system and obtain guidance on emerging issues and contribute to strategic thinking and priorities.                                                                                                                                                                                 |
| <b>BNZ Ops Policy and the Policy and Trade Policy team</b>                        | To inform and co-ordinate input in Biosecurity system policy development and implementation and obtain guidance on relevant policy issues and perspectives.                                                                                                                                                                                                                  |
| <b>MPI Directors, Managers and Principal Advisors in the Animal Health system</b> | To explore opportunities for value adding from the CVO perspective, align cross Branch and cross Directorate initiatives, share information and maintain situational awareness, seek input from knowledgeable staff, provide assistance if required, and discuss technical issues. Work together on cross cutting MPI animal health system or veterinary profession matters. |
| <b>MPI Veterinary Community</b>                                                   | To explore opportunities for value adding from the CVO perspective, align cross Branch and cross Directorate initiatives, share information and maintain situational awareness, seek input from knowledgeable staff, provide assistance if required, and discuss technical issues. Collaborate on shared work when appropriate.                                              |

| External                                                               | Nature of the relationship                                                                                                                                                                       |
|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>External agencies involved in the animal health system delivery</b> | To engage with programme leads/directors and governance where appropriate. To communicate MPI's views and comments. To receive information and distribute to the relevant parts of the Ministry. |
| <b>Stakeholder/industry groups</b>                                     | To inform, share information, liaise on specific matters, represent the interests of the Ministry and provide support for veterinary and animal health system related activities.                |
| <b>Peers in Government departments or local authorities</b>            | To facilitate active collaboration and build knowledge, provide a focal point to inform, share information, liaise on specific matters and represent the interests of the Ministry.              |

## **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 his/her defined area of responsibility.

### **SECURITY CLEARANCE**

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|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| To fulfil the requirement of this position a security clearance classification to the following level is required: | Criminal Conviction Check;<br>Confidential |
|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------|

## **Education, skills and experience**

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|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications</b>           | <b>Essential</b> <ul style="list-style-type: none"> <li>• Veterinary degree with relevant experience in government departments working across a broad system</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Experience and knowledge</b> | <b>Essential</b> <ul style="list-style-type: none"> <li>• Relevant technical/professional experience of liaising across a range of stakeholders, building relationships and delivery based on influence</li> <li>• Knowledge of the New Zealand Animal Health system</li> <li>• Experience preferably in at least one of the following areas: operations, strategic projects or policy</li> <li>• Experience in managing relationships and consultation with an assortment of external stakeholders</li> <li>• Experience in managing internally focussed relationships</li> <li>• Understanding of the dynamics of the science to application pathway, and the investment processes needed to turn good ideas into reality.</li> </ul> |
| <b>Skills</b>                   | <b>Essential</b> <ul style="list-style-type: none"> <li>• Ability to work across MPI and to connect people from different teams and backgrounds</li> <li>• Communication and presentation skills, particularly to provide succinct and clear key messages</li> <li>• Agile with developing and managing engagement processes</li> <li>• Must be able to motivate and energise</li> <li>• Project management skills</li> <li>• Exceptional written communication skills</li> </ul>                                                                                                                                                                                                                                                       |

## CAPABILITIES

| COMMON CAPABILITIES – expected in all MPI roles                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                    |
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| <b>Engaging</b><br><i>Te Whai Wāhitanga</i>                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• Connects with others</li> <li>• Listens</li> <li>• Reads people and situations</li> <li>• Interacts appropriately in different situational / social / cultural settings</li> <li>• Communicates tactfully</li> </ul>                                                                                      |
| <b>Honest and Courageous</b><br><i>He Pono, He Māia</i>                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• Shows courage</li> <li>• Shows decisiveness</li> <li>• Acts with integrity</li> </ul>                                                                                                                                                                                                                     |
| <b>Resilient</b><br><i>He Manawaroa</i>                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• Is adaptable</li> <li>• Remains effective under pressure</li> <li>• Demonstrates composure</li> </ul>                                                                                                                                                                                                     |
| <b>Results Focus</b><br><i>He Aro ki ngā Hua</i>                                                                                                                                                                               | <ul style="list-style-type: none"> <li>• Committed and tenacious</li> <li>• Focused on achieving</li> </ul>                                                                                                                                                                                                                                        |
| <b>Self-Aware Learner</b><br><i>He Ākonga Kiri Mōhio</i>                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• Seeks feedback on own performance</li> <li>• Self-assesses</li> <li>• Adapts approach</li> <li>• Shows commitment to development</li> </ul>                                                                                                                                                               |
| <b>Tikanga Māori</b><br><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> | <ul style="list-style-type: none"> <li>• Applies Māori culture and language to work</li> <li>• Draws on Māori culture to enrich one's work</li> <li>• Applies Māori knowledge and values within a government and Crown context</li> </ul> <p><i>Refer to relevant Career Pathway Māori Cultural Competency for role-specific expectations.</i></p> |

| CAPABILITIES – Specific to this role       |                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Communicates with Impact</b>            | <ul style="list-style-type: none"> <li>• Communicates clearly</li> <li>• Influences others</li> <li>• Communication achieves intended purpose</li> </ul>                                                                                                                                                                                          |
| <b>Customer and Stakeholder Connection</b> | <ul style="list-style-type: none"> <li>• Thinks about broader context</li> <li>• Knows internal and external stakeholders / customers</li> <li>• Consults widely</li> </ul>                                                                                                                                                                       |
| <b>Inquiring and Analytical</b>            | <ul style="list-style-type: none"> <li>• Thinks analytically and critically</li> <li>• Displays curiosity</li> <li>• Shows awareness, and minimises impact of bias</li> </ul>                                                                                                                                                                     |
| <b>Judgement and Decision-Making</b>       | <ul style="list-style-type: none"> <li>• Considers options and likely consequences</li> <li>• Able to give rationale for decisions</li> <li>• Is able to make decisions in uncertain situations</li> <li>• Makes timely decisions, balancing the desire for complete information with the need to progress important or urgent matters</li> </ul> |
| <b>Plans and Organises</b>                 | <ul style="list-style-type: none"> <li>• Manages and delivers on work priorities</li> </ul>                                                                                                                                                                                                                                                       |

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|                              | <ul style="list-style-type: none"> <li>• Purposeful about use of time</li> </ul>                                                                                                                                                                                                                   |
| <b>Quality Focus</b>         | <ul style="list-style-type: none"> <li>• Follows set processes</li> <li>• Ensures details are correct</li> <li>• Checks that work meets all required standards</li> </ul>                                                                                                                          |
| <b>Works Collaboratively</b> | <ul style="list-style-type: none"> <li>• Understands the context</li> <li>• Focuses on priority work</li> <li>• Shares information</li> <li>• Builds trust with other teams/groups</li> <li>• Works across boundaries</li> <li>• Supports others to succeed</li> </ul>                             |
| <b>Written Communication</b> | <ul style="list-style-type: none"> <li>• Writes clearly and succinctly</li> <li>• Uses correct grammar and spelling</li> <li>• Uses a writing style appropriate to a document's purpose</li> <li>• Meets professional formatting expectations</li> <li>• Uses exemplars and peer review</li> </ul> |

**RESPONSE CAPABILITIES – for all staff who may be involved in a response**

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|-------------------------------|----------------------------------------------------------------------|
| <b>Dealing with ambiguity</b> | Comfortably handles unclear or unpredictable situations              |
| <b>Accountability</b>         | Accepts responsibility for one's actions regardless of outcomes      |
| <b>Professionalism</b>        | Acts in accordance with job-related values, principles and standards |
| <b>Handling stress</b>        | Manages pressure without getting upset, moody or anxious             |
| <b>Integrity</b>              | Acts honestly in accordance with moral or ethical principles         |