



Position Description

Title:	Team Manager AMR
Business Unit:	New Zealand Food Safety
Directorate:	Assurance
Reports to:	Manager, ACVM Programmes & Appraisals
Location:	Wellington
Direct reports:	3
Approved by:	Director Assurance
Date:	26 May 2022

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 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 (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 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 Team Manager AMR is accountable for providing guidance and support for the AMR team who are responsible for the day-to-day management of AMR within the Agricultural Compounds and Veterinary Medicines (ACVM) and wider MPI; and day-to-day management of the AMR team.

Principal responsibilities/key result areas

Managing and supporting the delivery of the AMR team primary accountabilities, which include:

- contributing to the development, implementation, maintenance and reporting of monitoring and surveillance programmes of AMR in animals and plants;
- managing AMR training and outreach programmes;
- managing AMR stewardship programmes;
- liaison with the ACVM technical and System Audit team on AMR matters;
- inputting into and contributing to identifying additional/new scientific information on AMR and whether reassessments are required, ensuring that the outcomes of this work is incorporated into standards;
- collecting, maintaining and providing information to MPI stakeholders and provision of data underpinning cost recovery determination; and
- interfacing between ACVM and stakeholders on a day-to-day basis.
- Any other task as required by Manager ACVM Programmes and Appraisals

Provide day- to-day team management includes:

- facilitating the smooth running of the AMR team by providing general advice and support to staff;
- contribute to the team's outputs by ensuring timely delivery of quality core services.

Support the Manager ACVM Programmes and Appraisals in the delivery of the team and directorates work programme.

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.

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).

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.

Key relationships and stakeholders

Internal	Nature of the relationship
ACVM Manager Programmes and Appraisals	• Informing advising and reporting on performance and staff. • Provide advice and guidance on MPI's AMR workplans, based on team priorities and operating context. • Seek guidance on process, intellectual leadership, work programmes, individual development and management support. • Context and direction setting, line management and personal development
Direct reports (staff)	• To provide leadership, guidance and support. • 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 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.
ACVM Team 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
Other Government Agencies	Inform, share information, liaise on key matters and represent interests of the Ministry.
External Stakeholders/Industry sector associations/Individual Companies	Inform, share information, liaise on key matters and represent interests of the Ministry.
Contractors/Consultants/Suppliers	Provision of services as required.
Sector or Trade contacts nationally and internationally	Facilitate active collaboration, build knowledge, and capture sector/trade knowledge/information as inputs to work.

Dimensions of the position

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.
--	----------------------------

Education, skills and experience

Qualifications	Essential Relevant tertiary qualification
Experience and knowledge	Essential - Up-to-date knowledge of current trends in regulatory and non-regulatory programmes relating to agricultural compounds and veterinary medicines. - Knowledge and understanding of the ACVM Act 1997. - Understanding and experience in risk management and ACVM related investigations or compliance activities - Experience in managing internal and external relationships with an assortment of stakeholders, with demonstrated management success in building relationships and gaining the support and participation of key individuals and groups. - Experience in risk management, strategic planning, and continuous improvement. - Experience in people leadership, inclusive of staff supervision and coaching & mentoring others. - Experience in developing and managing positive relationships with internal and external partners and stakeholders. Desirable - Understands the food safety and biosecurity regulatory framework employed in New Zealand. - Knowledge of risk management principles. - Knowledge of relevant sectors in the national and international AMR and ACVM regulatory environment - Experience in planning and delivery in operational, regulatory or policy settings. - Understanding of MPI business environment and its strategic priorities and outcomes. - Build and maintain strong collaborative and interdisciplinary relationships - Experience in project management. - Awareness of the Treaty of Waitangi and its principles, and a growing understanding of its relevance to New Zealand and to MPI.
Skills	Essential - Excellent interpersonal and relationship management skills. - Excellent analytical, problem solving and critical reasoning skills. - Strong written and verbal communication skills.



	- Ability and aptitude to draw on a wide range of disciplines to elicit coherent understanding and insight - Ability to plan and prioritise. Desirable - Computer literacy including the use of databases, knowledge management tools and specialised applications to collate, analyse and evaluate information.
--	---

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 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</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>



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	
Communicates with Impact	• Communicates clearly • Influences others • Communication achieves intended purpose
Industry Awareness	• Relates to industry • Shows commercial nous
Innovation and Improvement	• Improves systems / processes • Fosters continuous improvement • Invests in innovation • Looks to apply scientific / technological developments to organisational practice
Inquiring and Analytical	• Thinks analytically and critically • Displays curiosity • Shows awareness, and minimises impact of bias
Solves Problems	• Takes steps to fully understand the problem and contributing factors • Explores different solution options and possible side effects • Selects and implements solutions that are effective • Involves stakeholders and ensures that solutions meet their needs
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 L4 / L5 Managers who may be used as a Function Manager in a response	
Self-Management	Demonstrates appropriate motivation, attitude and self-control
Teamwork	Collaborates with others to achieve goals
Time Management	Plans and prioritises work to maximize efficiency and minimize downtime
Leveraging People Skills	Gets along well with others, is tactful and behaves appropriately in social situations