

Position Description

Title:	Team Manager Animal Health Incursion Investigation
Business Unit:	Biosecurity New Zealand
Directorate:	Diagnostic & Surveillance Services
Reports to:	Manager Biosecurity Surveillance & Incursion Investigation
Location:	Wellington
Approved by:	Director Diagnostic & Surveillance Services
Date:	September 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.

The Diagnostic & Surveillance Services (DSS) Directorate is responsible for delivering the core functions of biosecurity surveillance, incursion investigation, and diagnostics. This is an exciting time to join the organisation as we move towards our New Zealand Biosecurity System in "2025 and beyond".

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 whainga poto o tēnei tūranga

The Team Manager Animal Health Incursion Investigation is a key position within the Diagnostic & Surveillance Services Directorate and leads the biosecurity incursion investigation of biosecurity risks that threaten our primary sectors, natural resources, and people.

The scope of this work includes the early detection of biosecurity risks through the delivery and risk analysis of notifications received from the exotic pest and disease reporting systems and subsequent investigation of suspected exotic pests and diseases. The work includes the maintenance and development of systems and capability to enable effective and efficient delivery of this scope. Animal health surveillance is supported and enhanced through international reporting and the evidence

provided through this function on New Zealand's pest and disease status. Early detection allows effective and efficient response to emerging biosecurity risks and threats to New Zealand both offshore and domestic.

In addition to providing leadership of the team responsible for early detection of significant pests and diseases affecting animal health, the Team Manager Animal Health Incursion Investigation also identifies generic and specific response system and preparedness improvements and contributes to their development and implementation. The position also leads, and participates in, key response management and work-stream functions.

The Team Manager Animal Health Incursion Investigation is responsible for leading the development of relationships with external bodies, including research providers and industry including through government industry agreements to achieve the Ministry's vision.

Objectives of the role include:

- Ensure effective incursion investigation systems are in place to detect new exotic pests and diseases early, provide evidence of pest or disease freedom to underpin trade assurances, and contribute to the management of long-term exotic pests and diseases.
- Ensure effective leadership of a team of animal health professionals responsible for delivery of initial investigations to notified or suspected exotic or emerging diseases affecting animals
- Ensure the best possible outcomes are delivered by prioritising and effectively managing the work programme and resources.
- Ensure the Biosecurity Incursion Investigation team undertakes activities to high standards and without delay by maintaining required technical capability and capacity, and ensuring there are effective, quality, health and safety, and development systems in place.
- Build a culture within the team of continuous and never-ending improvement.
- Ensure an effective and efficient transition between the investigation and response phases of response. This may include operational, legal, logistical, planning and intelligence initiation.
- Contribute to the delivery of responses by ensuring the Incursion Investigation team is prepared and has the required capability, capacity, systems, networks and resources in place to respond in appropriate workstreams such as surveillance and epidemiology.
- Build New Zealand's passive surveillance (early notification) system by developing and ensuring positive and co-operative relationships with partners, stakeholders, and participants in notification and investigation networks. Build and sustain these relationships.
- Communicate effectively with all relevant stakeholders including MPI staff, other government agencies and the animal health industry.
- Provide subject matter expertise around incursion investigation, intelligence and response and general epidemiology to solve biosecurity problems that arise within New Zealand and are the mandate of MPI.
- Support the improvement of NZ's pest and disease freedom/health status by collating passive surveillance information.

What will you be doing?

Ngā kawenga mahi

- Providing operational leadership on the management and application of Biosecurity Incursion Investigation.
- Plan and lead operational service delivery and reporting of Biosecurity Incursion Investigation.
- Build and maintain a team of animal health professionals recognised as leaders in their field
- Supporting the Manager Biosecurity Surveillance and Incursion Investigation to communicate the overall direction of Biosecurity Surveillance and Incursion Investigation, and of the Diagnostics and Surveillance Directorate, and assisting with business plans relating to the Directorate's to ensure they align to Biosecurity New Zealand strategic priorities.
- Role modelling collaborative working and fostering a high performing team environment.
- Implementing the strategic vision for the delivery of Biosecurity Surveillance and Incursion Investigation.
- Role model MPI's organisational values and uphold its commitment to the principles of the Treaty of Waitangi.
- Strengthening the management of health, safety, and wellbeing for Biosecurity Incursion Investigation direct reports and contractors.
- Proactively identifying and addressing risks and emerging issues which could impact on Biosecurity Incursion Investigation ability to deliver against its strategic priorities.
- Ensuring the delivery of high-quality Biosecurity Incursion Investigation services which best position Biosecurity Surveillance and Incursion Investigation to proactively address critical strategic risks, support informed Biosecurity Incursion Investigation management decisions, and deliver against its strategic priorities.
- Ensuring Biosecurity Incursion Investigation services deliver best value for money.
- Ensuring Biosecurity Incursion Investigation direct reports and contractors are delivering to their KPIs and support the Biosecurity Surveillance and Incursion Investigation group to deliver to their KPIs.
- Leverage opportunities presented by Biosecurity Incursion Investigation evolving decision-making capabilities to modernise and optimise the Biosecurity Surveillance and Incursion Investigation programme delivery.
- Applying continuous improvement methodology to the management of Biosecurity Incursion Investigation to ensure that as a service provider we deliver best value for money.
- Leading relationship management with Biosecurity Incursion Investigation customers, partners and joint ventures. Building and maintaining effective and credible relationships with business partners and key stakeholders, including those at the most senior levels of Government.
- Working with the Biosecurity Surveillance and Incursion Investigation Manager to ensure Biosecurity Surveillance and Incursion Investigation service providers deliver services to the required quality, cost, and timeliness standards.
- Work closely and cooperatively with the Biosecurity surveillance team manager to deliver incursion investigation and animal health surveillance deliverables.
- Championing Biosecurity Incursion Investigation, its science and research capabilities, and decision-making excellence to its internal and external business partners.
- Enabling Biosecurity Incursion Investigation and its partners to realise the benefits of the growing availability, quality, and diversity of Biosecurity Incursion Investigation data and information.

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
Director Diagnostics and Surveillance	• Provision of advice and guidance on MPI's surveillance and investigation management strategies and functions in the environment in which they operate • Seek guidance on process, intellectual leadership, work programmes, individual development and management support.
Manager Biosecurity Surveillance and Incursion Investigation	• Provision of advice and guidance on MPI's surveillance and investigation management strategies and functions in the environment in which they operate • Seek guidance on process, intellectual leadership, work programmes, individual development and management support. • Work within BSII Management team and Principal Advisors to deliver core work.
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 Directorate 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 MPIs outcomes.
Management team	• Contribute to the development, communication and delivery of Group strategy. • 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. • Ensure consistent processes across Biosecurity and Incursion Investigation teams.
Other managers, teams within MPI	• Engage and communicate across MPI. • Collaborate on organisational projects, share information and practice, and co-ordinate work programmes.
MPI Human Resources	• Collaborate on health and safety, recruitment and induction, delegations, Human Resources Information System 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
Peers in other ministries and organisations	• Provide guidance and information, leadership and represent interests of MPI by engaging and influencing to achieve outcomes of MPI and external organisations. • Seek information including strategies and initiatives that affect the delivery of MPI's outcomes. • Share ideas, strategies, approaches, tools and collaborate where mutual benefits exist. • Sustain partnerships to ensure effective delivery of surveillance and incursion investigation activities.
Relevant industry groups and other stakeholders	• Provide guidance and information, leadership and represent interests of MPI by engaging and influencing to achieve outcomes of MPI and external organisations.

	• Seek information including strategies and initiatives that affect the delivery of MPI's outcomes. • Represent MPI in the leadership and management of the Biosecurity Surveillance Panel and delivery of national interest surveillance programmes.
International peers, e.g. QUADS, IPPC etc	• Share ideas, strategies, approaches, tools and collaborate where mutual benefits exist.
International ministerial and chief executive delegations	• Inform and share information and provide credible support for trade assurances.
Senior leaders and experts in scientific and standard setting bodies	• Inform and share information, represent the Ministry as a part of international delegations and provide leadership.
Māori stakeholders, Iwi, Hapū, organisations	• Facilitate partnerships with Māori and help promote understanding of mātauranga Māori/knowledge to surveillance and incursion investigation decision making and processes.
Ministers' offices	• Inform and support the Minister(s). • Provide clear, accurate and timely advice. • Proactively identify risks and appropriate mitigations.
Technical experts found in Universities and CRI's	• Form working groups to solve biosecurity related problems • Provide and facilitate training for key staff • Manage technical advisory groups

Capabilities

Ngā taumata mātou

There are common capabilities expected in all roles across MPI, and additional capabilities depending on the position you hold, and the level of expertise required to be successful in performing in this role.

The MPI Capability Framework details these: [MPI Capability Framework](#).

This position requires advanced skills in the following areas:

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</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>given context; Māori: the indigenous people of the land</i>	<i>Refer to relevant Career Pathway Māori Cultural Competency for role-specific expectations.</i>
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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 & Organises • Manages and delivers on work priorities • Purposeful about use of time. Achieves through others • Delegates to others • Maintains oversight of their team's work
Collaborative leadership	Works collaboratively • Understands the context • Focusses on priority work • Shares information • Builds trust with other teams/groups • Works across boundaries • Supports others to succeed
Strategic Leadership	Works collaboratively • Think about the broader context • Knows stakeholders / customers • Consults widely

RESPONSE FUNCTION MANAGER CAPABILITIES	
– for Tier 4 / Tier 5 managers likely to be Function Managers in a response	
Accountability	Accepts responsibility for ones actions regardless of outcomes
Leading Others	Demonstrates general leadership ability and effectiveness
Leveraging People Skills	Gets along well with others, is tactful and behaves appropriately in social situations
Dealing with Ambiguity	Comfortably handles unclear or unpredictable situations
Handling Pressure	Remains calm, composed and focussed on the work in ongoing high-pressure situations

Dimensions of the position

SCALE OF INCURSION INVESTIGATION ACTIVITIES

Number of notifications annually (approximate only)	500
Number of investigations annually (approximate only)	200
Number of high-risk investigations involving after hours management (approximate only)	2

Consequences of ineffective or inaccurate decision making or action in the Biosecurity Surveillance and incursion investigation area can result in significant environmental and financial losses to New Zealand in the short, medium or long-term depending upon the disease or pest involved.

STAFF

Number of direct reports	6-10
Total number of MPI staff within area of responsibility	6-10

FINANCIAL RESPONSIBILITY

MPI operating expenditure	Up to \$6,000,000
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 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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Who are we looking for?

Ko te tangata mo tēnei tūranga?

Qualifications	Essential • Bachelor of Veterinary Science • Post-graduate university qualification veterinary epidemiology Desired • Management/Leadership qualifications/courses
Experience and knowledge	Essential • Expert knowledge and broad experience of managing biosecurity investigation and/or response approaches, systems, processes and standards allowing technical leadership within the team and effective interface and subject matter expertise to other areas of MPI, levels of management and across organisations. • Broad experience and understanding of domestic and international biosecurity issues. • Broad experience in management and development of highly qualified scientific and professional staff, including administrative, financial and personnel systems and processes; and in developing and implementing support systems within government organisations. • Record of scientific publications. • Good knowledge of strategic and business planning processes to effect business change. • Extensive experience in analysing scientific and operational issues and making business decisions with financial impact. • Extensive experience of making operational decisions with incomplete information in a high-pressure environment. • Experience in managing relationships and consultation with a range of

	diverse external stakeholders. • Experience in managing internally focussed relationships and consultative fora. • Demonstrated experience leading a team • Experience of communicating and influencing to key stakeholders at all levels. • Experience building and managing internal and external relationships across a broad range of stakeholders • Experience in leading and managing intelligence in emergency biosecurity responses using CIMS-based frameworks • Experience working in biosecurity systems in New Zealand or Australia • Ability to influence and gain the support and participation of key individuals and organisations to achieve a shared outcome. Desired • Knowledge of government agency environment, strategic priorities, strengths and weaknesses. • Specialised knowledge of emergency management approaches, systems, processes and standards. • Experience in managing relationships and consultation with an assortment of external stakeholders. • Knowledge of MPI business environment, its strategic priorities, strengths and weakness.
Skills	Essential • People leadership, management and development. • Project management skills • Performance management and building a team. • Proven ability to affect change and deal with ambiguity • Proven negotiation, influencing and problem-solving skills • Ability to balance scientific information with business goals in decision making and direction setting. • Ability to communicate clearly and effectively (both orally, including internet meetings and in writing) with a wide range of people in different situations, in order to explain, persuade, convince and influence others. • Problem solving • Expert Microsoft Office Suite, Word, Excel, PowerPoint skills • Expert database skills

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

COMMON CAPABILITIES – expected in all MPI roles	
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.

Dimensions of the position

Ngā ahuatanga ō tēnei turanga

Freedom to act

The authority to exercise Human Resource Delegations of Authority for L5 managers as detailed in the Human Resource Delegations of Authority.

The ability to incur financial costs for L5 managers, 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.

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