

Position Description

Title:	Adviser / Senior Adviser
Business Unit:	Biosecurity New Zealand
Directorate:	Animal & Plant Health
Reports to:	Manager – Invasive Species
Location:	Wellington or Christchurch
Approved by:	Director, Animal & Plant Health
Date:	September 2021

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 are 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.

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 whainga poto o tēnei tūranga

The Adviser / Senior Adviser contributes to the development, implementation, maintenance and review of standards and systems including import health standards, craft risk management standards, CTO approved systems and other documents and processes in accordance with established

procedures and in line with international principles. The Adviser will also be responsible for ensuring the documents produced are written in simple understandable language that enhances ease of use.

The Adviser / Senior Adviser will be allocated responsibilities within the Invasive Species team, which will be agreed through discussion with the Manager. The teamwork in a very dynamic environment with often rapidly changing requirements. The specific work areas identified may change in line with these. The Adviser / Senior Adviser may work in areas covering marine and terrestrial environments.

What will you be doing?

Ngā kawenga mahi

Development and review of Standards

- Develop, implement, and review Standards including craft risk management standards, import health standards, operational standards, facility, and place of first arrival standards in accordance with legal frameworks, and international standards and principles.
- Ensure appropriate risk management measures are effective, targeted and implemented appropriately
- Assess and make recommendations to the Chief Technical Officer on equivalence and approved system requests
- Develop new and innovative pathway systems or programmes to manage biosecurity risk across supply chains, and marine and terrestrial environments
- Review and analyse the effectiveness of MPI Standards on import pathways including analysis of non-compliance and pest interceptions
- Review efficacy of quarantine treatments and evaluate alternative treatments
- Review and assess applications for new standards
- Contribute to the prioritisation of the Standard development work programme
- Undertake consultation on Standards with interested or affected parties and resolve and advise on issues that arise from the development process as required

International Representation

- Coordinate and contribute to bilateral technical discussions with appropriate authorities from overseas countries and participate at appropriate multilateral technical quarantine meetings as required
- Contribute to the development and review of international standards

Risk Assessment/Analysis

- Input into the development and review of risk management options/measures as required
- Work with risk Assessors on Standard reviews, including peer-review of draft risk assessments
- Conduct risk assessment of new or equivalent measure as appropriate

Information and Advice

- Provide policy and technical advice to MPI senior managers and the Minister on issues related to the development and implementation of Standards
- Develop and monitor projects with relevant organisations to provide information/research relating to standard development
- Identify and arrange necessary alterations and updates to relevant databases
- Facilitate the resolution of issues that arise through the development or review process and ensure that all important issues and events are brought to the attention of the Manager and managed in accordance with relevant standards and MPI and government policy
- Review relevant international literature and scientific data associated with the development of standards and methods
- Draft responses to ministerial correspondence, Parliamentary questions and Official Information Act requests
- Be the primary point of contact in your portfolio area, manage non-conforming import consignments, and other import implementation issues and enquiries

Liaison and Relationships

- Liaise with colleagues on technical aspects of Standards to ensure that standards are harmonised with relevant international standards and that principles and procedures are technically justified
- Liaise with interested parties such as government departments and other agencies, industry groups, trade organisations, regional councils, universities to ensure wider trade and foreign policy interests are accounted for within the development of Standards, to communicate the technical basis of NZ's measures and on general matters relating to importation
- Cultivate a network of contacts among specialists within NZ and overseas to secure access to critical review and advice on Standard development
- Liaise with technical experts to ensure accurate information is supplied to overseas control authorities and information received is technically justified

Corporate Responsibilities

- Model expected MPI behaviour
- Share in the responsibility for the health and safety of yourself and others in the work environment by carrying out work-related activities in accordance with safe operating procedures and by accurately reporting all hazards, accidents and incidents

General

- Provide support and technical input into the operational directorates within MPI responsible for border activities and intelligence functions.
- 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 a 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
Team Manager	• Provide expert guidance and advice on risk management. • 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.
Directorate Managers	• Collaborate on organisational projects, share information, and practices and co-ordinate across work programmes • Liaise with other teams to ensure consistency of approach between imports and exports • Lead cross branch initiatives and provision of technical expertise • Work with Market Access Coordination team to negotiate and agree access conditions for NZ imports • Provide expert advice and assistance on biosecurity treatments • To share information, seek input and confirm content.
Other team members	• 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 • Lead discussions regarding the application of measures, risk management approaches and biosecurity systems • Liaise with appropriate managers/advisers to support alignment between border and post-border interventions
Internal stakeholders	• Communicate and consult on strategy and operations, as detailed in the work programme. • Support business processes.
Other managers, teams within MPI	• Collaborate on organisational projects, share information, and practices and co-ordinate across work programmes. • Share information. Seek/provide assistance.
Response leaders and managers	• Participate in responses, reporting to response line manager as detailed in response role description. • Carry out all response activity based on MPI mandated processes and systems.

External	Nature of the relationship
Maori organisations and Tangata Whenua	• <i>Support engagement and enable the Crown's partnership aims and obligations.</i>
Stakeholder and industry groups	• <i>To inform, share information, liaise and consult on specific biosecurity treatment matters and represent the interests of the Ministry.</i>
Research organisations	• <i>To liaise and coordinate with national and international research organisations regarding new technologies and biosecurity treatments.</i>
Peers in Government departments or local authorities	• <i>To inform, share information, liaise on specific matters and represent the interests of the Ministry.</i>
Ministers offices	• <i>For support of the Minister(s).</i>

Dimensions of the Position

This role does not have any people management or financial responsibility.

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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Education, Skills and Experience

Qualifications	Essential • A relevant tertiary qualification in plant biological science, marine biology or a related discipline. Desired • A post-graduate qualification (preferably PhD or MSc) in horticultural, forestry, agricultural, marine or biological sciences, or a related discipline is strongly preferred, but relevant experience may be considered in candidates with a high level of experience
Experience and knowledge	Essential • Relevant technical/professional experience • Experience or an ability to produce written technical documents in simple understandable terms • Ability to work under pressure and in conflict situations • Ability to plan, set priorities and meet deadlines Desired • Stakeholder Management • Knowledge and understanding of the impact of regulation and the ability to assess benefits, risks and costs (including compliance costs) associated with technical standards development and implementation • Experience in gathering, organising, and communicating information. This includes being able to quickly understand the nature of problems, identify a range of possible solutions (including their implications), form conclusions and provide advice • Understanding of the biosecurity regulatory framework employed in New Zealand
Skills	Essential • Strong presentation and writing skills including the ability to prepare professional quality reports and presentations for both technical and general audiences, and evidence of capacity to deliver high quality written work under tight deadlines. • Excellent conceptual thinking skills: creative and able to deal well with ambiguity in complex problems. • Excellent analytical skills and systems thinking ability, able to wrap up an issue in its bigger context. • Proven capacity to establish and maintain effective working relationships both internally and externally, and up, down, and sideways, across a wide variety of people and organisations. • Able to work cross-functionally in a fast paced environment. • Organised, logical, methodical, thorough and able to drive processes and projects to completion. • Uses time effectively and efficiently, and concentrates their effort on the most important priorities.

	• The ability to function independently and as part of a team. Desired • Project management skills.
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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.
Works Collaboratively (Advanced Level)	• Demonstrates collaboration at an organisational / sector level. • Fosters collaboration across groups and/or the organisation.

CAPABILITIES – specifically relevant to this role	
Communicates with Impact (Advanced Level)	• Demonstrates 'presence' - others listen to and respect what is said, even if not agreeing. • Gains active participation and/or support for initiatives, from senior leaders, staff, and other relevant senior stakeholders. • Communicates clearly with a very wide range of audiences, such as community stakeholders, organisation senior leaders, senior external stakeholders, and staff.
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.
Judgement and Decision-Making	• Considers options and likely consequences. • Able to give rationale for decisions. • Is able to make decisions in uncertain situations. • Makes timely decisions, balancing the desire for complete information with the need to progress important or urgent matters.
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.
Plans and Organises (Advanced Level)	• Demonstrates planning and organising skills in large and complex projects / situations involving many people and groups in a medium-long time frame; with significant resource challenges.
Quality Focus (Advanced Level)	• Reviews processes to ensure they deliver intended results.
Solves Problems (Advanced Level)	• Demonstrates problem solving skills in complex, high-stake situations.
Strategic (Advanced)	• Develops / implements strategy (extends the organisation's strategic objectives and vision, and/or finds ways to realise them within the context of one's role). • Engages others to do the same (involves others in thinking broadly about the future, clarifying direction and committing to moving forward). • Demonstrates strategic skills at an organisational / sector level.
Written Communication (Advanced Level)	• Written communication is clear and effective, and tailored appropriately to the audience, when conveying complex information or advice.