



Position Description

Title:	Manager Animal Welfare Science
Branch:	Agriculture & Investment Services
Reports to:	Manager Animal Welfare
Location:	Charles Fergusson Building, Wellington
Direct Reports:	5
Approved by:	Deputy Director-General Agriculture and Investment Services
Date:	July 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 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 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](#).

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What is the purpose of this position?

Te whaingā poto o tēnei tūranga

This role reports to the Manager Animal Welfare and works in the Animal Welfare Team, Animal Health and Welfare Directorate. The Animal Health and Welfare Directorate plays a significant and vital role in both animal health and welfare systems in the Agriculture and Investment Services Business Unit in the Agriculture & Investment Services business unit of the Ministry for Primary Industries (MPI).

In this role you will be responsible for working with primary sector groups and leading one of four teams that report to the Manager Animal Welfare, to deliver MPI's animal welfare work programme, animal welfare emergency management programme and the Safeguarding our Animals, Safeguarding our Reputation plan.

Your team supports the development and implementation of animal welfare standards, regulations and policies that meet the expectations of society for the welfare and humane treatment of animals and contribute to market success and optimum product positioning for New Zealand livestock products. The team also supports emergency management planning, reporting and coordination functions on occasion, as required.

You are expected to develop and lead collaborative working relationships across the Agriculture & Investment Services business unit and the wider Ministry, and with key stakeholders, to effectively carry out this role.

The nature of the position requires the job holder to actively participate in negotiations 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.

What will you be doing?

Ngā kawenga mahi

- Lead one of two teams that set animal welfare standards and supports two Ministerial advisory committees for animal welfare.
- Contribute to the planning, review, monitoring and reporting of team work programmes, and associated budget planning and management.
- Lead and contribute to the functioning of relevant governance and operational groups through implementing robust systems and processes for their operation and support, and suggesting improvements.
- Understand and follow processes for escalation of animal welfare issues and referral of complaints made under the Animal Welfare Act 1999.
- Build and lead positive working relationships within MPI and with key stakeholders by adopting a customer-focussed, professional, consultative and open approach. Take responsibility for key relationships as necessary for the role.
- Support the Manager Animal Welfare and contribute to organisational leadership by representing the team and MPI as necessary, and participating as a member of the leadership team and through relevant business/MPI forums.
- Take responsibility for people and engagement in the Science team, by leading and managing the team and ensuring effective processes for communication, performance management and learning and development.

General

Ngā korero Whānui

- Respond to the changing needs of the Ministry, performing other tasks as reasonably required.
- Contribute to or lead responses to incidents, adverse events and emergencies as required.

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- 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
DDG, AIS	• <i>To provide operational policy advice and support where required.</i>
Manager, Animal Welfare	• <i>Provide advice and guidance on MPI's leadership and management strategies based on directorate priorities and operating context.</i> • <i>Seek guidance on process, intellectual leadership, work programmes, individual development and management support.</i>
Direct reports	• <i>Set and demonstrate the desired culture and behaviours expected.</i> • <i>Communicate, direct, motivate and provide advice in line with MPI's strategic direction and the directorate's outcomes, to ensure outcomes are understood and that direct reports engaged.</i> • <i>Manage performance by providing appropriate and ongoing direction, development opportunities, guidance, feedback and allocation of work.</i> • <i>Seek advice on risks and opportunities that affect the delivery of MPI's outcomes.</i>
Animal Health & Welfare team managers (L5 peers)	• <i>Close working relationship; matrix management of staff</i> • <i>Collaborate on projects, share information and practices, and co-ordinate with team members across work programmes.</i> • <i>Influence and persuade people to obtain agreement where there are conflicting interests.</i>
Director and Branch Leadership Team (AIS)	• <i>Communicate and consult on group functions, including leadership and management strategies.</i> • <i>Provide advice on risks and opportunities, analysis of information and data, formulation and presentation of options for leadership decision-making.</i> • <i>Influence and persuade people to obtain agreement where there are conflicting interests.</i> • <i>Seek guidance on strategy, initiatives across MPI, government direction and support for organisational culture.</i>
Animal Welfare Policy	• <i>To provide strong linkages and input with the AW Policy team and its related work programmes</i> • <i>To provide a consistent point of contact within AIS.</i>
Other managers and teams within MPI	• <i>Collaborate on organisational projects, share information and practices, and co-ordinate work programmes.</i> • <i>Ensure consistency of approach and coordination of work programmes.</i>
MPI HR	• <i>Collaborate on health and safety, recruitment and induction, delegations, HRIS, and other human resource requirements.</i>
Corporate Services	• <i>Cooperating on the management and monitoring of contracts</i>
MPI Staff	• <i>Provide education and information relating to MPI, directorate and group activities.</i> • <i>Lead and motivate staff to meet objectives.</i>

External	Nature of the relationship
Chairs and members of the National Animal Welfare	• <i>Sustain partnerships to ensure effective delivery of codes review programme and initiatives, including agreement on roles and</i>

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Advisory Committee and the National Animal Ethics Advisory Committee	<i>responsibilities.</i> • <i>Inform, share information, liaise on key matters, and represent interests of MPI.</i>
Managers and Chief Executives of industry organisations and their representatives, as necessary for the role	• <i>Inform, share information, liaise on key matters, and represent interests of MPI.</i>
Animal welfare interest groups	• <i>To inform, share information, liaise on key matters, and represent interests of the Ministry.</i>
Stakeholder/industry groups	• <i>To inform, share information, liaise on key matters, and represent interests of the Ministry.</i>
Other government agencies	• <i>To inform, share information, liaise on key matters, and represent interests of the Ministry.</i>
Maori stakeholders, Iwi, Hapu organisations	• <i>To facilitate active collaboration, build knowledge, and capture Maori knowledge/information as inputs to work.</i>
Ministers' offices	• <i>For support of the Minister(s).</i>

Dimensions of the position

STAFF

Number of direct reports	5
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FINANCIAL RESPONSIBILITY

MPI operating expenditure	In accordance with MPI Policy
Non-departmental expenditure	In accordance with MPI Policy
Capital expenditure	In accordance with MPI Policy

FREEDOM TO ACT

The authority to exercise Human Resource Delegations of Authority for Level 5 manager as detailed in the Human Resource Delegations of Authority.

The ability to incur financial costs for a Level 5 manager, 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.

Negotiations with suppliers and contractors within limits delegated by Director General.

Staff selection, appointment and deployment in accordance with State Sector Act, MPI HR policy, 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 (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 • Experience in managing, leading and building teams • Knowledge of the New Zealand regulatory environment and Animal Welfare Act 1999 and other relevant legislation to the area • Experience in managing relationships and consultation with stakeholders • Demonstrated experience in business analysis, economic analysis, scientific research, or policy development, analysis, consultation and administration • Experience in staff supervision and coaching • Experience in managing relationships and consultation with an assortment of external stakeholders • Knowledge of budgetary processes • Knowledge of MPI's business environment, its strategic priorities, strengths and weaknesses • Experience managing priority projects and work programmes Desired • Experience dealing with all levels of public and private sector governance and management, including Ministers, senior officials and chief executive level • Experience dealing with international customer representatives / stakeholders
Skills	Essential • Excellent programme management and organisational skills with ability to think ahead, prioritise and plan appropriately • Excellent relationship management skills • High level of written and oral presentation and communication skills with evidence of negotiation skills, creating agreements or compromise for goals or new positions of understanding • Relationship management skills including a demonstrated ability to establish and maintain effective relationships with a wide range of stakeholders from all levels of an organisation • Focused on delivery and self-motivated • Ability to identify and develop effective working relationships with people from all levels of an organisation

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Capabilities
Ngā taumata mātou

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>

LEADERSHIP – LEVEL 5	
Category	Capabilities

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LEADERSHIP – LEVEL 5	
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 Looks ahead Progresses current thinking

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

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Strategic	• 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
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 • Demonstrates problem solving skills in complex, high-stake situations
Communicates with Impact	• 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
Organisational / Political Nous	• Establishes self as a trusted senior adviser to sector / government leaders; • Proactively informs and provides frank advice on sensitive issues; • Guides others in dealing with ambiguous / sensitive situations

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

RESPONSE CAPABILITIES – for L5 / L6 Managers OR Staff who may be used as an Expert (in a function) or a Technical Expert on the Incident Management Team	
Quality Focus	Strives to meet quality standards and produce quality work products
Solving Problems	Identifies solution given available information
Working Hard	Consistently strives to complete tasks and assignments at work

RESPONSE CAPABILITIES – for all staff who may be involved in a response	
Decision making	Uses sound judgement to make timely and effective decisions
Dealing with ambiguity	Comfortably handles unclear or unpredictable situations
Integrity	Acts honestly in accordance with moral or ethical principles
Political savvy	Recognises, interprets and works within the political environment of the organisation
Driving strategy	Directs effort to achieve long-term business objectives

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Handling stress	Manages pressure without getting upset, moody, or anxious
Professionalism	Acts in accordance with job-related values, principles and standards
Anticipating problems	Forecasts and detects errors, gaps and potential flaws
Verbal communication	Expresses ideas and opinions effectively in spoken conversations