



Position Description

Title:	Team Leader (Animal Welfare & NAIT)
Branch:	Agriculture & Investment Services
Reports to:	Manager Animal Welfare & NAIT Compliance
Location:	Palmerston North / Lower North Island
Direct Reports:	6 – 9
Approved by:	Director Compliance & Response - AIS
Date:	February 2023

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 tāpititanga

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 Compliance & Response - AIS Directorate is within the Agriculture & Investment Services branch is accountable for ensuring optimal compliance across all of MPI's systems and is responsible for the delivery of compliance and enforcement services across animal welfare & NAIT.

The Team Leaders (Animal Welfare & NAIT) support MPI achieving its vision by providing effective management of the delivery of animal welfare and NAIT compliance and enforcement services within their respective areas.

What will you be doing?

Ngā kawenga mahi

- Provide operational management and coordination of the effective and efficient delivery of animal welfare and NAIT compliance and enforcement services.
- Contribute to and support prosecution decision making for breaches of animal welfare, NAIT and other legislation by ensuring that they are made in accordance with MPI's Prosecution and Infringements Policy, MPI's Prosecution Procedures and Guidelines; and the Solicitor General's Prosecution Guidelines & Policies.
- Develop and maintain local sectoral relationships within MPI, industry, interest groups and other agencies.
- Contribute to the development of policy and legislation by providing capability and specialist knowledge.
- Participating effectively in responses by working to allocated response roles(s) and response line management.

General

Ngā korero Whānui

- Respond to the changing needs of the Ministry, performing other tasks as reasonably required.
- Participate in responses (using MPI's Single Scalable Response Model) 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.

Who would you be working with?

Ko wai ō hoa mahi?

Internal	Nature of the relationship
Manager Animal Welfare and NAIT Compliance	• Promotion of MPI's strategic priorities and values.
Senior/Animal Welfare Inspectors and Senior / NAIT Officers	• To provide leadership, guidance and support. • Set and demonstrate the expected culture behaviours and values. • Delivery of animal welfare and NAIT

	compliance strategies and plans.
Other Team Leaders (Animal Welfare & NAIT)	- Support and advice for the delivery of compliance and enforcement interventions. - Prioritisation of work programmes and resource allocation.
Other Compliance Managers	- Support for the delivery of compliance and enforcement interventions through capability development such as multi-warranting and joint training programmes. - Prioritisation of work programmes and resource allocation.
Compliance Investigation Managers and Compliance Investigators	- Provide resources, advice, support and assistance for the delivery of compliance investigations and terminations of compliance operations. - Prioritisation of work programmes and resource allocation.
Strategy, Performance & Evaluation Branch - Ministerial & Business Support - Communications, Engagement & Channels	- Ministerial Services – Select Committee & Parliamentary Questions, OIAs, Ombudsman enquiries & requests, Ministerial correspondence etc. - Communications, Engagement & Channels Directorate – media releases and proactive communication notices etc.
Intelligence, Planning & Coordination Services Directorate	- National Communications Centre – health and safety monitoring of deployed staff in the field. - Intelligence – provision of analysis and intelligence products to inform long-term planning processes. - Operational Development – operationalising new legislation and regulations. - Operational Planning & Performance – business planning and performance measurement.
Readiness & Response Services Directorate	- Performing allocated response roles(s) and response line management as and when required. - Support MPI led responses by providing resources.
Other managers and teams within MPI	Collaborate on organisational projects, share information and coordinate the delivery of shared work programmes.

External	Nature of the relationship
Peers and counterparts in other New Zealand agencies and organisations	- Active collaboration and sharing of information on matters of interest. - Capability and capacity building programmes.
Tangata Whenua	- Develop and foster relationships to enhance compliance with MPI administered legislation and regulations. - Facilitate active collaboration on specific issues that affect iwi.
Industry, community and interest groups and the NZ public	Provide guidance and information (if appropriate), leadership and representation of MPI interests by engaging and influencing to achieve the desired

	outcomes.
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Dimensions of the position

Ngā ahuatanga o tēnei turanga

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.

STAFF

Number of direct reports	6 – 9
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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?

Education, skills and experience

Qualifications	Essential • Tertiary qualifications in relevant disciplines or compliance and enforcement experience Desired • Management based qualification or relevant experience
Experience and knowledge	Essential • Experience in animal production systems and knowledge of agricultural systems/sector. • Previous experience in a regulation and enforcement position. • Experience in developing and maintaining relationships with other agencies, industry, iwi, the NZ public and interest groups. • Experience in the development and implementation of compliance and risk management strategies, plans, policies and procedures. • Proven ability to make decisions on the most appropriate interventions to ensure the desired compliance outcomes are obtained. • Knowledge of New Zealand law, including its operation and how it is applied • Experience in developing and maintaining relationships and consultations with a diverse range of internal and external stakeholders.

	Desired • Experience of New Zealand government business environment, strategic priorities and regulatory frameworks • Experience in analysing technical issues and making business decisions with reputational and financial impacts
Skills	Essential • People leadership skills, including selection, development, motivation, performance and disciplinary management. • Excellent judgement and analytical skills, with a particular application emphasis in a regulatory, compliance and enforcement environment. • Ability to make timely decisions with incomplete information under tight deadlines and pressure. • Effective communication and presentation skills. • Operational management skills including the development of plans and budgets, priorities and processes to meet business objectives. Desired • Project management skills, including experience in achieving effective outcomes in situations where there are diverse outcomes. • Proven negotiation and influencing skills.

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>

LEADERSHIP – LEVEL 6	
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

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
Customer and Stakeholder Connection	• Thinks about broader context • Knows stakeholders / customers • Consults widely
Communicates with Impact	• Communicates clearly • Influences others • Communication achieves intended purpose

RESPONSE CAPABILITIES – for L5 / L6 Managers OR Staff who may act 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

