

Position Description

Title:	Senior Scientist
Branch:	Operations
Reports to:	Team Manager Immunology, Bacteriology and Mycology, Aquatic Diseases, Virology (Mammalian), Virology (Non-Mammalian)
Location:	Wallaceville
Approved by:	Director Diagnostic & Surveillance Services
Date:	January 2019

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 āianeī, 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 (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 Diagnostic & Surveillance Services Directorate (DSS) is responsible for delivering the core functions of diagnostic, surveillance, incursion investigation and response. The Directorate leads or supports functions that deal with suspected exotic pests and diseases that may affect New Zealand's primary industries in the aquatic and terrestrial environments

The DSS laboratories also provide testing services to meet regulatory requirements for imported and exported animals and plants (and derived products), and for private organisations seeking specialist services. The laboratories operate a quality management system accredited to ISO 17025 "General Requirements for the Competence of Calibration and Testing Laboratories".

You will be required to:

- To provide day-to-day supervision of diagnostic testing to support trade, investigation and response testing for suspected exotic, new or emerging diseases of animals.
- To provide high quality scientific advice on biosecurity diagnostic readiness, investigation and response for aquatic and terrestrial animal diseases.
- Diagnostic testing at the AHL involves work with high risk and exotic organisms carried out in a high containment PC3+ laboratories requiring expert knowledge in biocontainment and biosafety procedures.

What will you be doing?

Ngā kawenga mahi

Operational Delivery

- Checks and supervises, on a daily basis, diagnostic testing within area of responsibility. Determines appropriate test requirements for submissions, based on case information. Reviews results for technical validity and quality. Signs out acceptable results, including provision of interpretive comments as appropriate.
- Manages the introduction and improvement of diagnostic methods (selection of methods, evaluation, optimization, and training of staff).
- Provides high quality technical advice and guidance to internal and external stakeholders.
- Identifies significant or inconsistent results of diagnostic outcomes, trouble-shoots, implements action accordingly and communicates this to appropriate parties internally and externally.
- Maintains own exotic disease preparedness for high priority diseases.
- Trains and mentors other members of the team/laboratory
- Develops and delivers operational research.
- Prepares reports and scientific publications on diagnostic and scientific findings.
- Achieves and maintains status as a Key Technical Personnel in area of scientific and technical expertise, as required by the laboratory's accreditation.
- Ensures biosafety, biocontainment, HSNO laboratory, and health and safety policies and procedures are followed to protect staff whilst working in containment and transitional laboratories and particularly when working with high risk zoonotic pathogens in the high containment laboratory
- Ensures the work produced complies with the necessary quality systems and accreditation standards such as ISO 17025, AS/NZS 2243.3, MPI standards including Recognised Laboratory Program and Transitional and Containment Facilities, and meets external audit requirements.

Readiness for Biosecurity Responses

- Contribute effectively to response activity in MPI by working with the team manager to identify and develop skills and experience for appropriate response roles.
- Contribute as needed to support response activity in MPI by maintaining the business as usual of the team during response.
- Participate effectively in responses by working to allocated response roles(s) and response line management;
- Ensure response activity is carried out in line with required outcomes by effectively leading a team of technical staff using organisational processes and procedures.
- Ensure that responses in the biosecurity system are led and managed effectively by using required organisational processes and procedures.

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.

Who would you be working with?

Ko wai ō hoa mahi?

Internal	Nature of the relationship
Team manager	• Provide advice and guidance on all matters relating to the AHL. • 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.
Other team members	• Collaborate on laboratory diagnostics, 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.
Quality Assurance Advisor, Biosafety Officer, Containment Supervisor, Technical Resources Advisor	• For guidance and advice related to these business systems and to meet operational requirements.
Internal stakeholders	• Communicate and consult on strategies and operations, as detailed in the work programme.
Other managers, teams	• Collaborate on organisational projects, share information, and

within MPI	practices and co-ordinate across work programmes.
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
Submitters and clients	Facilitate diagnostic testing, communicate results and interpretation
External scientific experts	To maintain networks, ensure scientific knowledge is up to date and to identify possible expertise for externally sourced work
Industry and stakeholder representatives	To represent MPI on fora and joint working groups and facilitate effective business outcomes
International scientific experts	To provide and receive training, form business networks and represent MPI on joint working groups

Dimensions of the position

Ngā ahuatanga ō tēnei turanga

STAFF

Number of direct reports:	Nil
Number of staff reporting to your direct reports:	Nil
Total number of employees in this Cost Centre:	8-12

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 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 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. Confidential
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Who are we looking for?

Ko te tangata mo tēnei tūranga?

Qualifications	Essential • PhD or equivalent in a relevant technical area Desired • Key Technical person (ISO17025)
Experience and knowledge	Essential • Ten plus years relevant laboratory experience. • High level understanding of animal disease and pathogens relevant to specialist area of work. • Expert knowledge of scientific applications, technology and techniques associated with specialist activity. • Significant record of scientific publications. Desired • Knowledge of farming, agriculture and/or animal husbandry relevant to area of work. • Experience delivering scientific presentations to a variety of audiences.
Skills	Essential • Ability to lead scientific projects. • Ability to work within the constraints of, and follow procedures used in high containment laboratories. • Timely delivery of work that meets required quality standards Desired • Project management

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

COMMON CAPABILITIES – expected in all MPI roles	
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 for this role	
Strategic	• Looks ahead • Considers the big picture and the detail • Progresses current thinking
Works Collaboratively	• Understands the context • Focuses on priority work • Shares information • Builds trust with other teams/groups • Works across boundaries • Supports others to succeed
Inquiring and Analytical	• Thinks analytically and critically • Displays curiosity • Shows awareness, and minimises impact of bias
Plans and Organises	• Manages and delivers on work priorities • Purposeful about use of time
Engaging	• Connects with others • Listens • Reads people and situations • Interacts appropriately in different situational / social / cultural settings • Communicates tactfully
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
Customer and Stakeholder Connection	• Thinks about broader context • Knows stakeholders / customers • Consults widely

RESPONSE CAPABILITIES – for all staff who may be involved in a response	
Dealing with ambiguity	Comfortably handles unclear or unpredictable situations
Accountability	Accepts responsibility for one's actions regardless of outcomes

RESPONSE CAPABILITIES – for all staff who may be involved in a response	
Professionalism	Acts in accordance with job-related values, principles and standards
Handling stress	Manages pressure without getting upset, moody or anxious
Integrity	Acts honestly in accordance with moral or ethical principles

RESPONSE CAPABILITIES –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