

Position Description

Title:	Dog Care Specialist
Business Unit:	Biosecurity New Zealand
Directorate:	Border Clearance Services
Reports to:	Team Leader Kennels
Location:	Auckland
Approved by:	Deputy Director General, Biosecurity New Zealand
Date:	May 2021

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 (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 whainga poto o tēnei tūranga

The Dog Care Specialist is primarily responsible for the healthcare and wellbeing of the detector dogs.

What will you be doing?

Ngā kawenga mahi

Canine Care

- Maintain physical and mental wellbeing of canines
- Practice general safety of canine
- Sanitation of kennelling, vehicles and training areas
- Assist with unassigned canine development
- Maintenance and care of all canine related equipment
- Recognise and understand canine behaviour and respond accordingly
- Provide mental stimulation to canines as required
- Care of breeding stock and puppies

Facilities

- General maintenance of equipment and buildings
- Cleaning of kennels
- Oversee cleaning contractors

Special Duties and Safety

- Practice safe canine handling techniques at all times to protect canine and public.
- Awareness of safety and security procedures on all worksites
- Regularly check and maintain all operational equipment.
- Timely and accurate reporting of any deficiencies or hazards detected
- Assist co-workers and management in special duties as directed.

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 and demonstrate a strict sense of professional ethics, confidentiality and privacy while abiding by the MPI 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
Chief Quarantine Officer Kennels	Manager
Peers	To facilitate active collaboration
External	Nature of the relationship
Crest Cleaning Services	Contractor
Veterinary Services	Veterinary care
Puppy Walking families	Carers of MPI DDP puppies

Dimensions of the position

Ngā ahuatanga o tēnei turanga

FINANCIAL RESPONSIBILITY

MPI operating expenditure	NA
Non-departmental expenditure	NA
Capital expenditure	NA

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
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Who are we looking for?

Ko te tangata mo tēnei tūranga?

Qualifications	Desired • Hold a relevant qualification e.g. Vet nursing
Experience and knowledge	Essential • Experience with handling canines • Good team skills • Able to respect confidentiality • Ability to work unsupervised • Ability to work under pressure • High level of client consciousness • Fluent spoken English • Full New Zealand driver's licence
Skills	Essential • Preferred experience in the handling of adult canines, pregnant bitches and puppies • Preferred experience in the daily running of a kennel • Preferred experience in animal health care • Good verbal and written communication skills • Adaptable, flexible with the ability to work under pressure

Capabilities

Ngā taumata mātou

COMMON CAPABILITIES – expected in all BNZ 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 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</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 – specific to this role	
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
Plans and Organises	- Manages and delivers on work priorities - Purposeful about use of time
Communicates with Impact	- Communicates clearly - Influences others - Communication achieves intended purpose
Plans and Organises	- Manages and delivers on work priorities - Purposeful about use of time

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
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