

Position Description

Title:	Director Animal & Plant Health
Business Unit:	Biosecurity New Zealand
Directorate:	Animal & Plant Health
Reports to:	Deputy Director-General, Biosecurity New Zealand
Location:	Wellington
Approved by:	Deputy Director-General, Biosecurity New Zealand
Date:	July 2023

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 is 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 whaingā poto o tēnei tūranga

The Animal & Plant Health Directorate oversees all our pre-border biosecurity functions. The Director, Animal & Plant Health, works across animal, plant and marine sectors to reduce the likelihood of harmful organisms entering New Zealand and negatively impacting New Zealand's economy, environment, social and cultural values.

The Director is accountable, and responsible, for leading the directorate so that biosecurity risk is effectively managed offshore and goods arriving in New Zealand are compliant. The director makes sure that the right systems and people capability are in place to develop and implement science and risk-based regulatory and non-regulatory interventions pre-border, that contribute to reducing the likelihood harmful pests will arrive. The director sets strategy, direction and leads change to deliver operational excellence and continuous improvement for pre-border biosecurity functions. In addition, the director is responsible for MPI's plant export activities.

The Director is responsible to ensure that staff, culture, systems, and processes are aligned to create a cohesive, efficient and effective way of working. A top priority is to drive implementation of a new operating model to achieve faster and more efficient delivery of import regulations, and to do this in a consistent, repeatable and reliable way across all risk assessment and standard setting areas.

The Director will lead a team of 10 direct reports and ~170 staff.

The Director will also be the pre-Border Chief Technical Officer (CTO) for both plants and animals in the terrestrial and marine environments. The CTO is appointed under the Biosecurity Act to apply their best judgement and exercise powers to manage offshore biosecurity risk.

What will you be doing?

Ngā kawenga mahi

Responsibilities of this position are expected to develop over time. The Director will need flexibility to adapt and respond to the changing environment. They will be required to deliver results in the following areas:

- Support the DDG BNZ by contributing strongly to the overall leadership of BNZ and New Zealand's biosecurity system to ensure their success. Contribute thought leadership at all levels. Reach out and support peers as they deliver according to their responsibilities.
- Support efforts to grow exports of New Zealand's plant products through establishing and managing system and stakeholder relationships to ensure exports comply with trading partner's phytosanitary, sanitary, grade and varietal requirements.
- Build stakeholder confidence in the pre-border biosecurity system through delivering consistent performance, resolving issues in a timely and reasonable manner and engaging to build understanding and collaboration. Recognise and manage the inherent tensions between importers of risk goods and stakeholders exposed to the biosecurity risks and competition from imported products.
- Represent BNZ in internal and external governance and stakeholder engagement forums as assigned.
- Provide effective organisational leadership, technical leadership, strategic direction-setting, and effective management, to a large and diverse team of scientists and other specialists working in the directorate and in an environment of high uncertainty, high scrutiny, and high likelihood for challenge.

- Lead MPI's participation and influencing of international and regional plant health standard setting bodies and strongly support engagement in WOH and IMO to support rules-based trade and New Zealand's interests.
- Lead market access negotiations with Quads trading partners (and others as needed) and resolve issues with trading partners as they arise. Ensure strong technical support is provided to Market Access colleagues when they lead market access negotiations.
- As the Chief Technical Officer, decide and recommend to the Director-General appropriate measures to manage biosecurity risk.
- Ensure a robust but efficient science and risk-based process is developed and followed to assess biosecurity risk and establish measures to manage risk.
- Lead the development and maintenance of a pre-border import regulatory system for all risk goods and conveyances that delivers an acceptable level of protection to New Zealand. This must be done in a way that also facilitates trade, travel and the movement of craft, and is consistent with New Zealand's international obligations. The director must also ensure potential impacts across the full range of values (economic, environmental, social, and cultural) are considered in decision-making.
- Lead MPI's offshore efforts (including offshore education, assessment, auditing, non-compliance notifications and suspension of trade) to result in improving levels of trading partners' understanding and compliance with MPI's import requirements.
- Provide leadership and management to all staff within the Directorate by ensuring robust communication processes exist at all management levels, individual performance is managed effectively, learning and development needs are identified and appropriate development opportunities provided, and by modelling the right behaviours to encourage a positive and collaborative work-place culture.
- Ensure that all resources including people within the function are managed efficiently and effectively through the implementation and adherence to organisational policies and procedures, e.g. financial management, recruitment and selection, health and safety.

General

Ngā korero Whānui

All our employees are expected to:

- 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.

Key relationships and stakeholders

Internal	Nature of the relationship
Deputy Director-General	• Provide leadership, advice and guidance on the delivery of strategies, based on organisational priorities and operating context. • Provide information on process, implementation of work programmes, and the development and management of systems and people capability in the Directorate.
Direct reports	• Set and demonstrate the desired culture and behaviours expected.

	• Communicate, motivate, direct, and provide advice in line with MPI's strategic direction and the branch's outcomes to ensure outcomes are understood and direct reports engaged. • Manage performance by providing appropriate and ongoing direction, development opportunities, guidance, feedback and allocation of work. • Seek advice on risks and opportunities that affect the delivery of MPI's outcomes.
Business unit leadership team	• Communicate and consult on leadership and management strategies for functions. • Provide advice on risks and opportunities that affect the resilience of primary industry systems, and actively contribute to the formulation and presentation of options for strategic leadership decision-making. • Provide leadership, share information, co-ordinate business and work plans, contribute to the development and implementation of strategy and delivery of core services. • Influence and persuade people to obtain agreement where there are conflicting interests. • Provide guidance on strategy, initiatives across MPI, government direction and support for organisational culture. • Support peers to deliver their accountabilities.
Other Directors and groups within MPI	• Collaborate on organisational programmes by sharing information and providing appropriate resources in support of programme delivery. • Collaborate to deliver effective and efficient outcomes affecting the biosecurity, trade and primary production systems.
MPI People & Capability	• Collaborate on health and safety, recruitment and induction, delegations, HRIS and other human resource requirements.
MPI staff	• Provide education and information relating to MPI, directorate and group activities. • Lead and motivate staff to meet objectives.

External	Nature of the relationship
Sector or Trade contacts nationally and internationally	• Facilitate active collaboration, build knowledge, and capture sector/trade knowledge/information as inputs to science programmes and innovation. • Foster a collaborative approach to achieving biosecurity protection while facilitating trade.
Ministers' offices	• Support of the Minister

Peers in other ministries; nationally and internationally	- Facilitate active collaboration and build knowledge. - Maintain international science cooperation agreements with international government competent authorities.
Cross-government	Cooperation and joint projects with other government departments.
International	- Key governance, strategic and technical roles in international and regional standard-setting organisations. - Maintain effective relationships with overseas competent authorities and risk assessment agencies. - Negotiate sanitary and phytosanitary import and export requirements in market access negotiations. - Engage in strategic science, research and innovation forums to deliver value to New Zealand's biosecurity system.

Dimensions of the position

Financial Responsibility

MPI operating expenditure	<i>By agreement with your manager and in accordance with the annual budget.</i>
Non-departmental expenditure	<i>By agreement with your manager and in accordance with the annual budget.</i>
Capital expenditure	<i>By agreement with your manager and in accordance with the annual budget.</i>

Freedom to act

- The authority to exercise Human Resource Delegations of Authority for level 3 managerial positions as detailed in the Human Resource Delegations of Authority.
- The ability to incur financial costs for level 3 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. Secret
---	--------------------------------------

Education, skills and experience

Qualifications	Essential - Degree in relevant biological science. - Post graduate degree in public sector/business management or relevant experience.
Experience and	Essential

knowledge	• Significant experience at the senior management level. Previous track record of successful strategic leadership and management, with high level strategic capability and ability to maintain a clear focus on long term goals. • Up-to-date knowledge of current trends in the international and domestic animals, and plants regulatory environments. • Thorough working knowledge of the delivery of regulatory products that are "fit for purpose". • Fully understands the biosecurity regulatory framework employed in New Zealand. • Significant experience in managing internal and external relationships with an assortment of stakeholders, with demonstrated management success in building relationships and gaining the support and participation of key individuals and groups. • Understanding of biosecurity risks, import risk assessments, pest risk assessments and emerging risk assessments. • Have established an international reputation in biosecurity risk management that supports the credibility of MPI. • Significant experience in managing internal and external relationships with an assortment of stakeholders, with demonstrated management success in building relationships and gaining the support and participation of key individuals and groups. • Experience in the leadership of strategically important and challenging cross-organisation initiatives that achieved a successful outcome.
Skills	Essential • High level of presentation, communication and influencing skills with evidence of creating agreements or compromise for goals or new positions of understanding. • Demonstrates astute judgement and decision-making in senior roles and high-stake situations. • Transformation of detailed scientific information into user-friendly lay language. Desired • Experience in project management and governance

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

COMMON CAPABILITIES – expected in all MPI roles	
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>

LEADERSHIP – LEVEL 3	
Category	Capabilities
Talent management	Manages Individual Performance (Advanced Level) - Holds managers accountable for achieving required outcomes and meeting their assigned responsibilities, while also giving them appropriate autonomy. Develops People (Advanced Level) - Stretches others' aspirations and horizons - uses feedback, coaching and development experiences to help others expand their view of their abilities and potential. Builds Team Performance (Advanced Level) - When managing managers, cultivates and strengthens a sense of shared leadership and contribution to performance and direction of the whole group.
Collaborative Leadership	Works Collaboratively (Advanced Level) - Demonstrates collaboration at an organisational / sector level - Fosters collaboration across groups and/or the organisation
Commercial and Financial Management	Industry Awareness - Relates to industry - Shows commercial nous

LEADERSHIP – LEVEL 3	
Delivery management	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 Achieves through others (Advanced Level) • Is comfortable not having the technical expertise and depth of experience that those who work for them may require • When managing managers, uses systems / processes / reports to track and ensure that work and people management responsibilities are being met within each team and sub-team
Strategic leadership	Strategic (Advanced Level) • 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. 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. Customer and Stakeholder Connection (Advanced Level) • Demonstrates extensive understanding of different stakeholder perspectives in complex, external sector settings, and an ability to relate to, and consult effectively with such stakeholders.
System leadership	Organisational / Political Nous (Advanced Level) • 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. Judgement and Decision-Making (Advanced Level) • Demonstrates astute judgement and decision-making in senior roles and high-stake situations Innovation and Improvement (Advanced Level) • Demonstrates ability to lead, invest in, and foster improvements and innovation across organisation or sector.

RESPONSE CAPABILITIES – for Directors who may be involved in Response Governance	
Decision Making	Uses sound judgement to make timely and effective decisions

RESPONSE CAPABILITIES – for Directors who may be involved in Response Governance	
Listening to Others	Listens and restates the ideas and opinions of others to improve mutual understanding
Taking Smart Risks	Evaluates trade-offs between potential costs and benefits and acts accordingly