

POSITION DESCRIPTION

Effective from: August 2024

Position Title	Biosecurity Specialist - Marine and Freshwater
Reporting To	Team Leader Biosecurity
Directorate	Environmental Delivery
Location	Dunedin
Supervising	N/A
Budgetary Responsibility	N/A

Our Organisational Values and Behaviours					
Caring <i>We take great care in all we do</i>	Collaborative <i>Great relationships enabling great outcomes</i>	Accountable <i>Deliver on our promises</i>	Trustworthy <i>We do what we say we'll do</i>	Creative <i>Seeking better ways of doing things</i>	Open & Honest <i>Encouraging openness and honesty</i>
▪ Taking due care ▪ Using resources appropriately ▪ Kaitiakitanga ▪ Responsiveness	▪ Common vision ▪ Sharing knowledge and resources ▪ Partnerships with common goals ▪ Team work	▪ Having honest conversations ▪ Doing the right thing ▪ Trustworthiness ▪ Ownership	▪ Speaking with courage ▪ Acting ethically and with mana ▪ Following up ▪ Enabling great outcomes for all	▪ Challenging the 'status quo' ▪ Continuous improvement ▪ Creative problem solving ▪ Understanding the 'why'	▪ Speaking up ▪ Being approachable ▪ Speaking with integrity ▪ Inviting differing points of view

Purpose

The purpose of the *Biosecurity Specialist – Marine and Freshwater* role is to provide technical advice, develop programmes and projects, and lead delivery of these to enable the ORC's Environmental Implementation Team to effectively implement freshwater and marine biosecurity management and achieve positive outcomes for the environment.

Results Area	Activities	Expected Outcome
Technical advice	Provide specialist biosecurity advice to: • Environmental Implementation Team, • ORC Staff (where relevant), and • ORC partners and stakeholders Advice will be provided through development of: • best management practice guides, or	• Staff make better informed decisions about biosecurity and deliver best practice biosecurity management in the freshwater and marine space. • Accurate, timely and relevant advice provided

	information for freshwater and marine biosecurity issues • strategic landscape-scale biosecurity approaches • advocacy positions for freshwater and marine biosecurity issues (existing and emerging) • research needs and opportunities Advice will also be provided through contributing to: • Freshwater and marine biosecurity strategic and operational programme development • Improving staff knowledge regarding effective freshwater and marine biosecurity management	
Programme and Project Management	Analyse freshwater and marine biosecurity data to guide and inform programme implementation. Develop and deliver freshwater and marine biosecurity related programmes and projects consistent with the objectives and priorities of relevant strategies and plans, including: • A marine biosecurity programme in partnership with mana whenua • Integrated freshwater and marine biosecurity management for catchment action plans • Pathway management and surveillance plan framework, in conjunction with neighbouring councils • Emerging freshwater and marine biosecurity risk assessment process • Monitoring and evaluation programme for tracking freshwater and marine biosecurity success • Adaptive planning in response to monitoring results • Coordinating implementation and delivery of programmes through field work as required	• ORC biosecurity work is more strategic and integrated with biodiversity outcomes. • The objectives of the Otago Biosecurity Strategy (and future versions of it) are worked towards being achieved. • Strategic biosecurity projects and contracts are developed to a high standard, are delivered to the standards outlined in service agreements.

	and providing support to other biosecurity staff/ contractors to undertake work. Lead projects specific to freshwater and marine biosecurity management as required, including: • Review and provide advice on the effectiveness of the freshwater and marine objectives and rules in the Regional Pest Management Plan (RPMP) where required. • Community-led freshwater and marine biosecurity management projects. • Lead site-led programmes that relate to freshwater and marine biosecurity issues. • In collaboration with the Team Leader – Project Delivery and Manager – Environmental Implementation, lead national marine and freshwater programmes at the regional scale, such as the Check, Clean Dry programme, and provide advice on implementation. Procure, manage and administer contracts to deliver freshwater and marine biosecurity related projects, as required. Prepare and present appropriate reports and papers to Council and Management	
Improving knowledge and skills	Monitor national and international trends in freshwater and marine biosecurity to ensure advice and input provided (as above) is built upon: • Latest freshwater and marine biosecurity tools and techniques developed nationally and internationally. • Awareness of current and emerging regional freshwater and marine biosecurity issues and opportunities	• ORC staff, and through them, the Otago community are implementing the best, most relevant and up to date biosecurity management methods. • Biosecurity staff are better enabled to undertake biosecurity work efficiently and effectively.

Networks and relationships	Establish and facilitate freshwater and marine biosecurity collaboration for ORC and external stakeholders. Contribute to and participate in relevant regional and national working groups as required, including (but not limited to): • Freshwater Biosecurity Partnership Group • Freshwater Biosecurity Exchange Group • National Marine Biosecurity Forum • Southern Alliance Identify opportunities to add other regional and national working groups as opportunities are presented. Demonstrate ORC's commitment to recognise and provide for the kaitiaki responsibility Kāi Tahu has for the natural environment. This will include: • sharing of knowledge and information, • creating opportunities for increased participation in decision making processes, • effective engagement and development of working relationships.	• Biosecurity management in Otago and with neighbouring regions is coordinated and collaborative • Sharing innovations, identification of synergies and collaborating on projects is undertaken. • Mana whenua partners are involved, and their values are recognised in biosecurity management for environmental outcomes.
Other duties	Contribute to the flexibility, agility and adaptability of your team and the wider organisation, by undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience. • Be responsible for meeting the provisions of the Public Records Act 2005 (PRA), the Privacy Act 2020 (PA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Otago Regional Council policies and processes. • Act as a role model for the Council in all that you do.	• You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. • You produce work that complies with ORC processes and reflects best practice. • Where you are unsure, questions are asked to ensure policy and best practice is maintained. • Maintain the reputation of the ORC in all that we do.

Professional and Career Development	Identify, in conjunction with your manager, areas for both personal and professional development, in line with your career development plan.	• Training and development goals are identified/agreed with your manager. • Performance objectives reviewed annually with your manager. • You actively seek feedback and accept constructive criticism. • A minimum of two performance related meetings [outside of the formal review process] annually.
Continuous Improvement/Self-Management	Demonstrate continuous improvement in performance /personal development.	• Is open to consultation and seeks regular feedback from manager in line with ORC's performance management system. • Identifies opportunities for personal and professional development and growth. • A culture of continuous improvement is evident.
Health & Safety	Always have the wellbeing of self and others as a priority. Champion, support, implement and adhere to H&S policies and procedures. Champion a culture that supports and maintains 'Doing Safety Differently', (the well-being of all ORC employees, and all those that we work with) environmental and sustainability practice and management. Promote a safe and environmentally sound working environment and a culture of safe and responsible behaviours and attitudes. Report all risks identified, and contribute to their elimination or minimisation. Actively contribute to H&S initiatives.	• H&S policies and practices and other related policy and initiatives are complied with. • Works in a safe manner at all times to avoid harm to self and others. • All incidents, accidents and near misses are promptly reported. • All risks effectively managed and no outstanding compliance issues. • There are no preventable work-related injuries and/or incidents. • Appropriate PPE gear is worn as required by ORC/legislative policy.

Relationships

- Team Leader Biosecurity
- Team Leader Project Delivery - Environmental Implementation
- Manager Environmental Implementation
- Environmental Implementation Team (in particular biosecurity staff)
- ORC teams (in particular Science and Harbourmaster)
- Mana Whenua (Iwi/ Rūnaka/ Aukaha)
- Stakeholders, including community groups, landowners, volunteers, catchment groups, pest management groups, Government Departments, territorial authorities, other regional councils

Person Specification

The expertise and competencies required for a person to reach full competency in the role.

	Essential	Desirable
Education and Qualifications (or equivalent level of learning)	A Bachelor's tertiary qualification in any of the following (or related) fields: • Biosecurity • Ecology • Zoology • Biodiversity • Environmental Management A current, full and clean NZ driver's license	A Post-Graduate qualification in any of the following (or related) fields: • Biosecurity/Conservation • Freshwater Ecology • Zoology • Biodiversity • Environmental Management • Wildlife Management • Marine Science
Experience	• At least three years' experience in a role that is related to biosecurity, biodiversity, ecology or conservation/ environmental management. • Experience solving complex problems collaboratively. • Experience in developing and delivering large-scale strategic plans, programmes, and projects for pest management.	• GIS mapping • Experience working in marine and/or freshwater biosecurity specifically. • Organising and running meetings of diverse groups • Experience incorporating Tikanga and Mātauranga Māori into work programmes
Knowledge and Skills	• Understanding of biosecurity, biodiversity and natural systems in a New Zealand context, including pest management approaches. • Understanding of and skills in plant and pest animal identification, and control methods.	• Advanced understanding of freshwater and marine pest species • Understanding of marine and/or freshwater issues and threats

	• Ability to think and plan strategically and work in an inter-disciplinary team • Working knowledge of the Biosecurity Act 1993 and other relevant legislation • Exceptional communication skills – the ability to simplify complex information for different audiences	
Personal Qualities	• “Can do” attitude, focused on providing solutions to issues and opportunities. • Flexible, adaptable, innovative and able to work in ambiguous situations. • Ability to build relationships, trust and respect. • Demonstrate positive and effective teamwork with skills and a personal style that empowers, motivates, and encourages staff to perform at their best, through recognising and valuing their contributions and encouraging their development. An excellent listener and coach. • Ability to prioritise, show initiative and work independently with a high level of personal effectiveness and self management. • Values and respects other people’s work pressures and responsibilities. • Demonstrate integrity and a strong work ethic. • Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally. Understands the importance of building and maintaining positive durable working relationships with both internal and external stakeholders. • Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions. • Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes. • Ability to clarify objectives, identify key issues, consider all perspectives and evaluate. • Must have community, cultural, and political awareness, i.e. recognises the importance of generating goodwill through fostering opportunities for positive engagement with key stakeholders, understanding relationship subtleties and influences in a political environment. Ability to influence through effective application of knowledge and logic. • Committed to and understands the importance of maintaining a work-life balance. • A strong customer focus including the ability to develop solutions that provide ‘value for money’.	

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment and business needs.