

# HAWKE'S BAY REGIONAL COUNCIL

## Job Description

<b>Position Title:</b>	<b>Biosecurity Advisor Animal Pests</b>		
<b>Group/Section Details:</b>	<b>Group:</b> Integrated Catchment Management	<b>Section:</b> Catchment Services	
<b>Responsible to:</b>	Team Leader Animal Pests		
<b>Responsible for:</b>	N/A		
<b>Salary Range:*</b>	\$57,497 (85%)	\$67,644 Mid-Point	\$77,791 (115%)
<i>* Note: Progress above the Mid-Point is based on sustained individual performance.</i>			

### Section Aims

The Catchment Services section provides the following role and functions as part of the Integrated Catchment Management Group:

- Alignment of biosecurity and biodiversity activity with land management and catchment based management activity. This section delivers biosecurity, biodiversity and social and cultural outcomes.
- Leveraging off biosecurity work to achieve greater biodiversity outcomes.
- Integrate initiatives, such as wide scale predator control, with regional biodiversity activities.

### Role of Biosecurity Advisor Animal Pests

The role of Biosecurity Advisor Animal Pests is to provide relevant, professional input into the roles and functions as outlined above in order to ensure the Catchment Services Team achieves its objectives. Your specific role of Biosecurity Advisor Animal Pests will require input which will relate to your relevant skills, the needs of the specific role and your experience but will also include activities that extend and provide for individual professional development. Expectations will be regularly discussed with you and expectations will be fair and reasonable and within the broad requirements outlined above.

### Role Expectations

- Provide an effective advisory service on animal pest management and which is in accordance with the Regional Pest Management Plan.
- Effectively assist with the delivery of the biosecurity and biodiversity functions of Council and provide timely assistance to the Biosecurity Team Leader Animal Pests to successfully integrate these across Council activities.
- The relevance and value of biosecurity and biodiversity programmes and services is clearly evident and supports on going Council resource in this area.

## **POSITION TITLE: BIOSECURITY ADVISOR ANIMAL PESTS**

- Assist the Team Leader in the overall planning and implementation of Council's animal pest management obligations. Timely and accurate reports are prepared on biosecurity operations as required.
- Provide technical advice on biosecurity / biodiversity animal pests operations to internal and external stakeholders
- Contract targets are monitored effectively and variations dealt with in a timely manner.
- Contracts are well managed and meet all Council requirements with particular attention to health and safety requirements.
- In conjunction with the biosecurity animal pest team provide input into Biosecurity and Biodiversity research.
- External funding is actively sourced to assist with funding relevant projects.
- Strong relationships are forged with key stakeholders to identify issues where biosecurity and biodiversity assistance is relevant.
- Individual accountability for the performance of the biosecurity team is accepted.
- Willing to take personal responsibility and ensure a 'no-surprises' style of interaction.
- Integrity in work effort and ethic is modelled in the work place.

## **Continuous Improvement**

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace as assessed by your peers and Manager.
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your Manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your Manager.
- Showing a strong team commitment, as indicated by peer feedback and your Manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging others ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your Manager.
- Active involvement in decision making processes when the opportunity is made available.

## **Health and Safety**

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.

## **POSITION TITLE: BIOSECURITY ADVISOR ANIMAL PESTS**

- Where appropriate, advise other organisations you are working with of the known risks in the work being undertaken.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Maintaining a clean and tidy workspace.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

## **Emergency Management**

All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuance Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

## **Key Skills**

### **Knowledge**

- A relevant tertiary level qualification would be an advantage.
- Strong conflict resolution skills and experience.
- Strong animal pest management Biosecurity technical expertise

### **Skills**

- An ability to relate effectively with members of the rural community and Agri-business sector.
- A high level of written and verbal communication skills.
- Can work under pressure and meet deadlines.

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### Personal Attributes

- Willing to consider the views of other in formulating solutions.
- High level of personal integrity

## HBRC's Vision, Purpose and Values

**Our Vision:** A healthy environment, a vibrant community and a prosperous economy.

**Our Purpose:** We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

<b>Our Values:</b>	<b>Partnership and Collaboration</b>	We work with our community in everything we do
	<b>Accountability</b>	We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
	<b>Transparency</b>	We report on what we do and the value this delivers for our community
	<b>Excellence</b>	We set our sights and expectations high, and never stop striving to do better