

ENVIRONMENT SOUTHLAND

Biosecurity Officer Plants

Role description

About us

Our mission

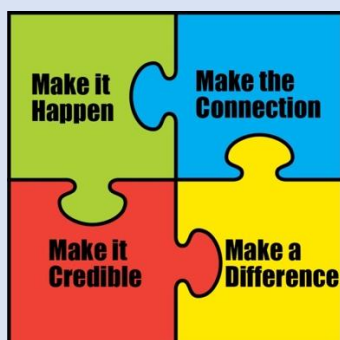
Working with the community to enhance Southland's environment.

Our vision:

A thriving Southland (Te taurikura o Murihiku)

Our values:

Here at Environment Southland, we -



Role purpose

The **Biosecurity Officer Plants** plays a key role in protecting and enhancing Southland's natural and productive environments through the delivery of pest plant and biosecurity programmes across the region.

The role combines field operations, surveillance, compliance, community engagement and programme delivery to support resilient ecosystems and sustainable land management outcomes.

Authorities

This position requires the successful application to hold a Warrant which allows functions and powers to be exercised under the Biosecurity Act 1993.

As such a clean criminal record is required and is to be maintained during employment in this position.

About your role

Grade: 14

Pathway: T3

Group/Division: Integrated Catchment Management / Operations Delivery

Reports to: Team Leader Biosecurity Plants

Who you will be working with

Direct reports:

- Nil

Indirect reports:

- Nil

Key stakeholders

External:

- Community and special interest groups
- Tangata Whenua
- Ratepayers, landowners and public
- Territorial Authorities and other Regional Councils
- Crown agencies (DOC, LINZ, MPI)
- Pest Plant contractors
- NZ Biosecurity Institute
- Research provider

Internal:

- ICM Group
- Other staff at Environment Southland

Delegations

In line with the Environment Southland Delegations Manual

Your leadership profile – Individual Contributor

Your crucial challenge as an Individual Contributor is to find a way to add value while working effectively with others.

*To be an effective **Individual contributor**, aim to:*

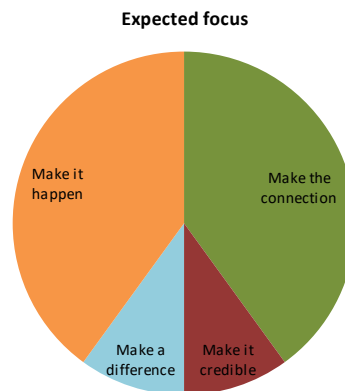
Make it Happen – Show initiative, take accountability and deliver high-quality work on time.

Make the Connection – Focus on meeting your customers' needs and work collaboratively as part of your team.

Make it Credible – Communicate clearly, show integrity, and focus on building your professional skills.

Make a Difference – Show curiosity, make thoughtful and evidence-based decisions, and aim to understand the wider context for your work.

While all elements of the Environment Southland Leadership Competency Framework are important, as an **Individual Contributor**, you will have a stronger focus on Make it Happen and Make the Connection.



Your accountabilities

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| <p>Work programme delivery</p> | <ul style="list-style-type: none"> • Undertake RPMP work programmes for exclusion, eradication, progressive containment, sustained control and site led pest plants. • Undertake Biosecurity Strategy programmes for organisms of interest (plants). • Undertake surveillance, monitoring and operational response activities for organisms of interest and emerging pest plant threats • Undertake field work in a range of terrain, weather and environmental conditions, including remote locations, waterways, hill country and operational sites, while applying safe work practices and sound field judgement. • Assist with the biocontrol programme. • Monitor and report work programme progress. • Provide input into planning and budgets. • Provide input into Council reports. • Analyse data to report outcomes to assist with development of the annual Biosecurity report and reviews of the RPMP. • Direct contractors and temporary staff engaged in programme delivery, with support from the Team Leader as required. • Contribute to an effective Quality Assurance programme. • Organise, develop and maintain processes for pest plants programmes. • Assist with other biosecurity, biodiversity and environmental management functions as and when required. |
| <p>Compliance</p> | <ul style="list-style-type: none"> • Respond to all complaints or reports relating to suspected breaches of RPMP pest plant rules. • Undertake a graduated and proportionate compliance approach including education, engagement, warnings, notices and enforcement action where required. • When undertaking any necessary regulatory action to achieve compliance with RPMP rules ensure to: <ul style="list-style-type: none"> ○ Follow entry processes ○ Appropriately issue Notice of Inspections, warnings and Notice of Directions ○ Undertake default action ○ Recommend prosecution • Record all relevant information for monitoring, planning and reporting purposes. • Provide reports to Council on compliance activity. • Utilise external resources (contractors/temporary employees) as and where appropriate to undertake routine inspection/monitoring work. • Utilise Biosecurity team members to assist with compliance work as and when available. • Review the compliance operational processes and information management systems on an ongoing basis and to recommend improvements to them as and when necessary. • Undertake national pest plant accord (NPPA) inspections and provide reports to MPI as required. |
| <p>Public information and awareness</p> | <ul style="list-style-type: none"> • Promote public awareness and understanding of pest plants and facilitate occupier and community management initiatives. • Receive, process and record ratepayer requests for advice and assistance regarding pest plants. • Receive complaints, action, respond, record progress and report outcomes. |

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| | <ul style="list-style-type: none"> • Develop and maintain effective communication links with other agencies in the region to promote and coordinate the management of pest plants. • Organise and attend field days and talks for the community, including school groups and university students. • Maintain the pest hub with weed species and control methods. |
| Strategy and vision | <ul style="list-style-type: none"> • Contribute to broader ecosystem resilience and biodiversity outcomes through effective pest plant management. • Support Council's strategic objectives through delivery of biosecurity programmes that contribute to resilient ecosystems, productive landscapes and healthy communities. |
| Project management | <ul style="list-style-type: none"> • Participate in projects which may be financial, transformational, strategic and/or leadership focused from time to time • Application in line with Council's corporate project management systems and processes. |
| Finance (budgets) | <ul style="list-style-type: none"> • Consider financial implications of actions. |
| Continuous improvement | <ul style="list-style-type: none"> • Continually seek opportunities to improve services for your customers (internal or external). • Show flexibility, adaptability and a willingness to change and are open to feedback as an opportunity to improve. |
| Stakeholder relationships / customer service | <ul style="list-style-type: none"> • Develop strong and effective relationships with internal and external stakeholders. • Respond appropriately. • Understand situations from the customer's perspective. • Keep customers up to date about progress of queries/requests/projects • Maintain clear communication |
| Other duties | <ul style="list-style-type: none"> • Any other duties as may be required from time to time. • Community events may require work on the odd weekend, and you may need to stay away from home on odd occasions. |

Your health, safety and wellbeing

- Work safely and take responsibility for keeping self, colleagues, contractors and customers free from harm
- Report all incidents, near-misses, hazards and accidents promptly
- Communicate whereabouts when out of the office (e.g. use Where Am I, Get Home Safe)
- Activity risk assessments are completed as part of planning for all field-based activities prior to work being undertaken, with relevant parties
- Know what to do in the event of an emergency
- Participate in safety and wellbeing initiative and programmes as required
- Attend required health and safety training and induction sessions.

Working with Māori

Working at Environment Southland requires all of our staff to uphold the council's Te Tiriti o Waitangi responsibilities as part of their day-to-day role. This might be through the appropriate delivery of functions through various legislation where Te Tiriti o Waitangi or partnering with mana whenua is required or upholding the commitments that our elected councillors have made to Ngāi Tahu ki Murihiku through the Charter of Understanding. Many of our established workstreams and programmes are delivered in partnership with the four papatipu rūnanga of Ngāi Tahu which hold mana whenua in Murihiku Southland.

This will regularly require:

- Understanding and delivery on Te Tiriti o Waitangi obligations for Environment Southland that are identified for your role
- Ensuring partnership and engagement practices are planned for, and suitable to the relationship with Ngāi Tahu ki Murihiku
- Undertaking regular learning and development for the role to support competency in delivering on Te Tiriti o Waitangi responsibilities, as directed

Your civil defence and emergency response responsibilities

All staff of Environment Southland may be required to undertake Civil Defence or Biosecurity duties in the event of an emergency. Training will be given as appropriate.

- Fulfil allocated Civil Defence and emergency response roles, as assigned.
- Manage or assist with other emergency responses that are required.
- Participate in Civil Defence and emergency response initiatives and programmes as required.
- Ability to respond effectively to emerging biosecurity or environmental incidents as required.

Confidentiality, privacy and recordkeeping

All staff of Environment Southland are required to collect, retain, and maintain sensitive, confidential and personal information. Training will be given as appropriate to:

- Manage all information with care and respect in accordance with the Public Records Act 2005, Privacy Act 2020, Local Government Official Information and Meetings Act 1987 and all other relevant Local Government legislation.
- Retain information, regardless of format, e.g. records and data in official organisational systems.
- Ensure no sensitive, confidential, or personal information is inappropriately shared internally or externally without the appropriate approval.
- Report a privacy breach to the organisational Privacy Officer if a situation should occur.

Your experience, knowledge and qualifications

Knowledge/Experience

- Demonstrated knowledge to fulfil requirements of the key accountabilities specified for this position.
- Operational, field-based experience of pest plant management of 2 years +.
- A tertiary qualification (certificate/diploma) in an appropriate discipline, e.g. conservation, environmental management, biosecurity, botany, plant ecology or related areas.
- Demonstrated expertise in applied information technology including confidence using digital field tools, databases, GIS systems and Microsoft Office applications.
- Contract management experience is an advantage.
- Field work skills – pest plant and weed control methods including the application of herbicides, systematic data collection, use of 4WD vehicle, Global Positioning Systems, field safety.
- Programme management – planning, budgeting, implementation, monitoring, reporting.
- Full current driver's license (and the ability to drive a 4wd vehicle off road)

Attributes

- Good communication skills – both written and verbal.
- Honesty, integrity and commitment to preserving confidentiality, i.e. can be trusted with confidential information.
- Passionate for plants or ecosystems
- An interest in protecting and enhancing Southland’s natural and productive environments.
- Committed to understanding and delivering on Te Tiriti o Waitangi matters on behalf of Environment Southland, specific to Murihiku context.
- Interest to develop further capability, in te reo me ona tikanga Māori.
- An open manner with a willingness to share information with others.
- Ability to communicate and work effectively with a wide variety of people.
- Open to change and a desire for continuous improvement.
- Awareness of, and interest in, research and development in pest plant management.
- Innovative, technology-literate, adaptive and practically focused.
- Ability to exercise sound judgment and initiative.
- Able to work effectively as part of a team, but without close supervision.

Performance Review

We have a Professional Development Programme (PDP) that is the basis for performance assessment at all levels of the organisation. There is at least one formal meeting, annually, between the team member and their people leader, along with a six-month review and regular monthly catch-ups.

Acknowledgement

I _____ have received a copy of the job description and have read and understand the duties and responsibilities and key relationships described therein.

Signature _____

Date _____