Job Description

tasman district council | Te Kaunihera o te tai o Aorere

My Position

Position: Team Leader - Biosecurity

Section: Marine and Terrestrial

Group: Environmental Services

Responsible to: Marine & Terrestrial Biomanager

Responsible for: Biosecurity Officer x3

Job Purpose:

- Lead, coordinate, and develop the Biosecurity team to deliver the Tasman-Nelson Regional Pest Management Plan (RPMP) and its Operational Plan, acting under the Biosecurity Act 1993 and the National Pest Plant Accord.
- Plan, prioritise and allocate the team's annual work programme, budget, and resources so that RPMP and Operational Plan targets are met on time and within budget.
- Provide senior technical biosecurity expertise and advice to Council, landowners, community and catchment groups, iwi, and partner agencies, and personally carry an operational biosecurity workload, including complex and sensitive cases.
- Lead Council's regional response to new and emerging pest incursions and unwanted organisms, and ensure coordination with MPI, DOC, Nelson City Council and other agencies on regional and national biosecurity programmes and responses.
- Ensure biosecurity enforcement is consistent, lawful and follows Council's Biosecurity Act enforcement procedures, and make enforcement decisions within delegation.
- Lead technical input into the RPMP review, deliver the Annual Operational Plan and associated reporting to Council.

Our Council

Our District Vision: Thriving resilient Tasman

Kia manawaroa te tai o Aorere

Our Purpose: Delivering Public Value

Kia whai hua mā te marea

Our Values

We support our Vision and Purpose through living our values.

Auahatanga – *Innovation. I orea te tuatara, ka patu ki waho. A problem solved by continuing to find solutions.*

- We love ideas, big or small

Manaakitanga – *Caring/ Sharing. Te tohu o te rangatira, he manaaki. The sign of a leader is how they support, protect and respect others.*

- Helpfulness and respect guide us

- We delivery differently
- We learn and grow
- We give it a go
- We are brave and challenge the status quo

Kawenga – *Responsibility*. *Kia ū ki te pai. Stay resolute to that which is good.*

- We honour our commitments
- We act professionally with integrity
- We are honest and open
- We bring the right attitude to work
- Safety and wellbeing come first

- Our mana encourages and lifts others up
- Care and empathy are a priority
- We are always welcoming
- We freely share knowledge

Whanaungatanga – *Relationships.* *He aroha whakatō, he aroha puta mai. If kindness is given, then kindness shall be received.*

- We connect, listen, and involve
- We believe in collective success
- Our stories create shared meaning
- We embrace diversity
- We are kind and nurturing

My Group

Role of the Environmental Services Group

The Environmental Services Group are the Tasman region's front-line providers of environmental information, science expertise, and natural infrastructure management. We provide respected specialist expertise across a range of land, water and ecological disciplines, and serve as the region's natural hazards advisor during times of emergency. Our dedicated teams also carry out extensive environmental control and protection work across the region, including biosecurity, catchment enhancement, coastal erosion, and river management works.

The Group also looks after most of the Council's regulatory functions which facilitate the development and use of land, water, and coastal resources, and which regulate activities in order to protect and improve public health and safety and the environment, and to minimise nuisance and harm to people and places. The functions undertaken include building control, resource consenting and compliance, environmental health (including food safety), alcohol licensing, animal control, parking control, biosecurity and maritime safety.

We achieve this by demonstrating the principles of Te Tiriti, investing wisely in business process improvement, data management, people, tools, and science, and by respecting, supporting and enabling those that rely on our work. Our information systems and specialist advice provide a wealth of environmental understanding, enabling our Council and communities to make empowered decisions.

My Key Result Areas

My Priorities

What am I supposed to do?	How well am I supposed to do it?
Team Leadership & Development • Lead the Biosecurity team, providing technical leadership and a positive, safe team environment that fosters engagement and a culture of high performance. • Plan, prioritise and allocate team workloads across seasonal programmes (surveillance, inspections, control operations, biocontrol, enforcement). • Provide development, technical input, mentoring, coaching, peer review, quality checking and internal training so team members meet their performance and career goals. • Act as backup for the Marine & Terrestrial Biomanager as required, and assist with section administration, planning and reporting. • Ensure field staff operate safely, including lone working, 4WD, chemical (GrowSafe/HSNO) and boat safety requirements.	**Team Leadership & Development** • The team is engaged, motivated, and committed to contributing to both team objectives and the broader success of Council. • Workloads are balanced and work programme milestones are met. • Development and coaching opportunities are evident and performance gaps or issues are addressed quickly and effectively • Zero harm: H&S procedures are followed, incidents and near misses are reported and actioned. • Section operations continue smoothly when the Marine & Terrestrial Biomanager is absent, and section planning and reporting are accurate and delivered on time.

Regional Pest Management Plan Delivery • Lead the team's implementation of the Tasman-Nelson RPMP and Operational Plan, including inspections, surveillance, control programmes and the National Pest Plant Accord. • Lead the development of the Annual Operational Plan and coordinate Tasman's technical input into the RPMP review and any plan changes. • Personally undertake field inspections and liaise with landowners, industry, agencies and the public, including complex, contentious or high-risk cases. • Oversee the introduction and distribution of biocontrol agents. • Manage other pests as required, primarily those classified as Unwanted Organisms.	**Regional Pest Management Plan Delivery** • All known active Eradication and Progressive Containment sites are inspected annually and recorded in the Pest Database. • Operational Plan targets are met and reported on time. • RPMP review input is timely, evidence-based and well received by the Regional Pest Management Committee. • Occupiers of pest-prone areas are aware of their responsibilities. • Partner agencies regard Council as a reliable, well-prepared partner.
Incursion Response & Emerging Threats • Lead Council's initial response to new and emerging pest incursions (e.g. marine pests, HPAI, Foot and Mouth Disease preparedness, new pest plants and animals), including delimiting surveys, risk assessment and recommending response options. • Coordinate with MPI, DOC, Nelson City Council, top-of-the-south councils and industry on regional and national responses. • Contribute to biosecurity readiness and preparedness planning, and support CDEM during biosecurity emergencies	**Incursion Response & Emerging Threats** • Incursions are responded to promptly with sound, risk-based recommendations. • Partner agencies regard Council as a reliable, well-prepared partner. • Preparedness plans are current and tested.
Compliance & Enforcement • Ensure the team applies statutory delegations and Council's Biosecurity Act enforcement procedures correctly and consistently. • Make enforcement decisions within delegation (e.g. notices of direction, default works) and escalate prosecutions to the Marine & Terrestrial Biomanager and Team Leader Compliance & Investigations. • Resolve complex non-compliance matters and review team enforcement files for quality.	**Compliance & Enforcement** • Enforcement actions are lawful, proportionate, well documented and withstand challenge. • Warranted officers understand and correctly exercise their delegations.
Budget, Contracts & Funding • Manage the biosecurity operational budget and team expenditure within delegation. • Scope, procure and manage pest control contracts and contractors. • Seek external funding and partnership opportunities (e.g. MPI, DOC, Jobs for Nature successors, Tasman Environmental Trust, iwi and community trusts) and support community group funding applications and letters of support.	**Budget, Contracts & Funding** • Budget is managed within approved limits with variances reported. • Contracts are procured in line with Council procurement policy and deliver agreed outcomes. • External funding is successfully attracted.
Stakeholder Engagement, Liaison & Education • Build strong relationships with landowners, industry, community and catchment groups, iwi, MPI, DOC and neighbouring councils. • Work alongside iwi to understand and give effect to their biosecurity and biodiversity aspirations. • Provide senior biosecurity advice to Council staff, including on management of Council-owned land. • Lead pest education: field days, media, Newsline and website articles, displays and presentations. • Represent Council on regional and national biosecurity working groups.	**Stakeholder Engagement, Liaison & Education** • Council is seen as the first port of call for biosecurity advice in Tasman. • Communications are timely, accurate and targeted to the right audience. • Relationships with partners and iwi are constructive and trusted.

Recording, Reporting & Data • Ensure pest density, distribution, time and cost data is accurately recorded in the Pest Database and GIS. • Prepare reports to Council, the Regional Pest Management Committee and management, including annual Operational Plan reporting. • Use data to drive priorities, performance and continuous improvement.	**Recording, Reporting & Data** • Data is complete, accurate and retrievable. • Reports meet Council standards and deadlines and are well received.

My Leadership

Team Leadership & Engagement

- I act as good role model, am an enabler of change and demonstrate a leadership style that creates a positive environment that fosters, develops and promotes engagement and collaboration.
- I create a team culture of fairness and belonging, where all members of my Section are and feel valued.
- I provide opportunities for my team to participate and be included in decision making that may impact on their individual or team performance outputs.
- I openly celebrate success and tell the stories around how problems are identified and resolved.

Team Performance Management

- I effectively lead, enable, and hold others accountable for delivering on our Section work programme and Council's strategic goals and performance objectives.
- I provide effective support and proactively assess my team's workload and reallocate workloads when needed.
- I make sure my team understand their statutory delegations and apply these correctly.
- I make sure reports to Council prepared by my team meet the expected standards and format.
- I understand the data and information generated by my team is an important Council asset and I use this data and systems to drive performance, quality decision-making and improved service delivery.

Team Professional Development

- I make sure everyone in my team has clear annual performance goals and measures that are aligned with Council's strategic goals, and I meet with them regularly to discuss and review progress.
- I have regular development, mentoring, coaching, feedback performance conversations with my team, I understand their career goals and encourage participation in appropriate training opportunities.
- I make sure appropriate succession planning is in place for my team and there are clear links to individual's career development plans.

Team Recruitment & Induction

- I take an active responsibility for the recruitment of the 'right person in the right job.'
- I actively participate in and ensure quality induction, training and ongoing socialisation is provided to new members in my team.

My Contribution

Accountability

- I take responsibility for my performance, decisions, and actions and how these impact on others.
- I take ownership of my wellbeing and health and safety responsibilities and seek support if I need it.
- I take responsibility for ensuring the digital information, data and records created from carrying out my role are properly stored, maintained and retrievable.
- I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.

Customer Focus

- I focus on the needs of our customers and provide all of them with outstanding service.
- I treat all people with respect, and I deliver on the commitments I make.
- My actions are fair and build trust with my colleagues, customers, and our community.

Relationship Building

- I build and maintain genuine relationships with my colleagues, customers, and our community.
- I actively listen to others and are supportive, friendly, and helpful.
- I respect all cultures and act in ways that make others feel included and valued.

Resilience & Adaptability

- I support new ways of working and are able to be flexible and calm when facing change or difficult situations.

• I am digitally confident and participate in opportunities to learn how to apply digital business technology and tools to my work. • I am a willing contributor and participant in business process improvement solutions and other initiatives that enhance our service delivery.
Motivation & Drive • I take responsibility for my own learning and development and welcome feedback to improve my performance. • I effectively plan, manage and prioritise my work and deliver it on time. • I choose to bring the right attitude to work and I role model behaviours and attitudes that align with the Council's Values.
Collaboration & Inclusion • I actively contribute to the achievement of team goals and objectives. • I collaborate effectively with others and support my colleagues to achieve the Council's strategic goals and objectives.
Civil Defence Emergency Management • I provide assistance and support during civil defence / emergency management activities. • I participate in civil defence and emergency management training.
Working within te ao Māori • I have the appropriate level of knowledge and understanding of the principles and application of Te Tiriti o Waitangi for my role. • I have the appropriate level of knowledge of Tikanga Māori (customs and practices) and Te Reo Māori (Māori language) for my role. • I have the appropriate level of knowledge of Council's engagement protocols with the whānau, hapū and iwi of te Tauihu for my role. • I foster a culturally inclusive environment by actively engaging with and respecting Māori perspectives and practices in my work.

My Delegations

I have delegated decision-making authorities and financial responsibilities for expenditure as listed in Council's Delegations Register, including warranted powers under the Biosecurity Act 1993.

I also have staff responsibilities.

The Council may from time-to-time delegate to me other specified powers and duties, all of which I must exercise with due care and diligence.

My Competencies

My Qualifications and Experience:

- A Degree in biosecurity, biological or ecological science, or a related discipline.
- At least five years' relevant biosecurity or pest management experience, including operational field delivery.
- Experience leading, mentoring, coaching and developing others, or supervising staff or contractors.
- Authorised Person / Warranted Officer under the Biosecurity Act 1993, or ability to obtain warrant.
- GrowSafe certificate (or equivalent)
- Sound working knowledge of the Biosecurity Act 1993, National Pest Plant Accord, RPMP framework, and related legislation (RMA, HSNO, Wildlife Act).
- Experience in budget and contract management.
- Experience in incursion response or CIMS training desirable.
- Demonstrated ability to analyse information and produce high-quality reports for Council and committees.
- High level of digital literacy, including GIS, databases and mobile field data capture.
- Current full driver licence; 4WD training and experience.

My Personal Attributes:

- A passion for protecting Tasman's productive and natural environments from pests.
- Excellent written and oral communication skills, including presenting to groups, councillors and committees.
- Proven ability to lead and motivate a team and to drive change.
- Highly developed problem-solving and analytical skills, initiative and sound judgement.
- Strong organisational skills and the ability to plan, prioritise and deliver multiple programmes under tight time constraints.
- Able to negotiate pragmatic outcomes with people holding entrenched positions and manage conflict.
- An ability to relate to a wide range of people and a proven commitment to customer service and teamwork.
- Good understanding of Te Tiriti o Waitangi and Tikanga Māori.
- A good level of physical fitness.
- This position requires the incumbent to work with minimal supervision and will involve work outside normal hours and in physically demanding conditions.
- Good understanding of the principles of Te Tiriti o Waitangi and Tikanga Maori.

My Agreement

My Name: ……

My Signature: …….

Date: ……