

JOB DESCRIPTION

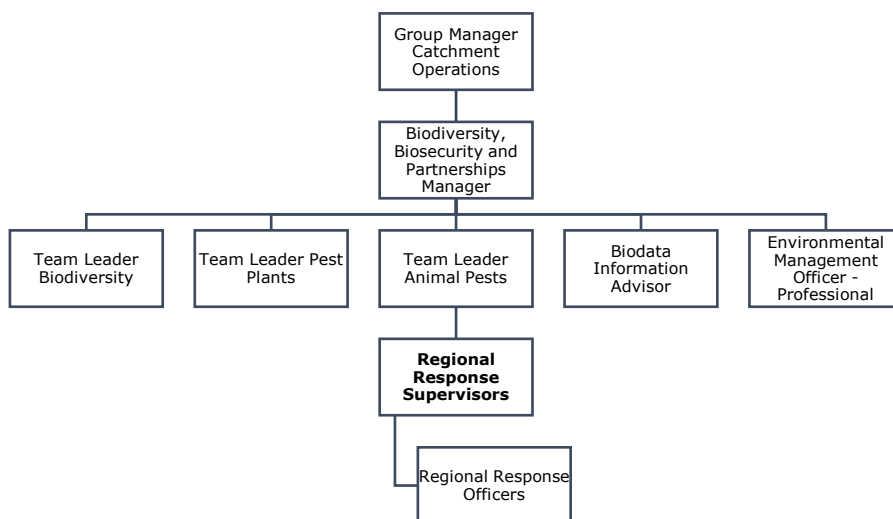
Job Title: Regional Response Supervisor | Kaiwhakahaere Urupare ā-Rohe
Work Unit: Biosecurity, Catchment Operations Group
Responsible to: Team Leader Animal Pests
Responsible for: Regional Response Officers/Casual Pest Control Staff and/or Special projects

Position purpose: This job exists to:

- Work with and supervise a team of Regional Response Officers in the efficient and effective execution of operational tasks of assigned pest animal control (and other) programmes according to protocols, policies and operational plans.
- Support the Team Leader Animal Pests with maintaining consistency and quality in the delivery of the region's animal pest control operations.

Salary: \$71,096 (85%) - \$83,642 (100%)
Date: July 2025

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> Regional Territorial Authorities Ministry of Health (Public Health Officers) Ministry for Primary Industries Worksafe Environmental Protection Agency Community Groups Iwi (Local) OSPRI Crown Agencies (e.g. NZ Defence, Kiwi Rail) General Public/landowners. 	<ul style="list-style-type: none"> Group Manager - Catchment Operations Biodiversity, Biosecurity & Partnerships Manager Team Leader Animal Pests Regional Response Supervisors Regional Response Officers - Biodiversity/Biosecurity Group Administrator/PA All Horizons staff EMO's Other Horizons Regional Council Staff Contract Managers.

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Animal pest planning/operations	
<ul style="list-style-type: none"> Assist with the planning and completion of specified pest control programmes within the approved budgets. Conduct all relevant field inspections / QA / QC and auditing. Accurate collection and storage of operational data. Liaise with and provide regular feedback to the Team Leader Animal Pests. Conduct relevant stakeholder liaison. Ensure compliance (e.g. contractual, H & S and external audit). Effectively supervise and manage pest control operations and budgets in a commercial environment. 	<ul style="list-style-type: none"> Planning of specified pest control programmes and that financial reporting is completed in an accurate and timely manner. Feedback to the Team Leader Animal Pests is effectively communicated in a timely manner with a "no surprises" approach. Efficient and effective stakeholder liaison is evident and stakeholders are generally satisfied with the information and/or advice they receive. The specified pest control programmes are completed within the agreed timeframes and expenditure is within budgetary guidelines and in accordance with safe and accepted practices and standards. Operational related data is supplied to the Team Leader Animal Pests in an accurate and timely manner. (This may include timesheets, mobile data, material usage, and inventories).
Management and supervision	
<ul style="list-style-type: none"> Develop and manage staff to achieve at least a fully effective standard. Take an integral role in recruitment process. Ensure relevant legislative rules and requirements are met. Ensure corporate standards, policies and operating procedures are met. Auditing and Monitoring pest control operations. 	<ul style="list-style-type: none"> Develop a team-based approach. Assist with recruitment, training and coaching of staff. Decision making logical and considers associated consequences and risk. Have the ability to communicate the operational objectives to staff and stakeholders. Reporting staff are involved in a performance development and review programme as prescribed.

<ul style="list-style-type: none"> Manage staff and corporate resources as required. Ensure the team adheres to Public Health and DOC Permit conditions. 	<ul style="list-style-type: none"> Horizons pest control staff comply with relevant legislation/permits.
Resources – plant, equipment and materials	
<ul style="list-style-type: none"> As requested purchase, track and supply toxins, ammunition and other materials. Maintain vehicles, plant and equipment. Checking accuracy of data and completing post operational reports. Complete routine audits and reports. 	<ul style="list-style-type: none"> Supplies of ammunition, toxins and other related materials are adequate and kept in a safe manner in accordance with regulations and HRC policies. All vehicles, plant and equipment are maintained in a clean, tidy and safe working condition and are appropriate for the task. Records of vehicles, plant, equipment and other resources are timely and accurate. All auditing and reporting is completed accurately and within the agreed timeframes.
Corporate contribution	
<ul style="list-style-type: none"> Maintain own professional development. Undertake Performance Development tasks/responsibilities. Undertake Health and Safety tasks/responsibilities. Participate in emergency management training and activities as required. Participate and contribute to corporate projects and inter-departmental initiatives as agreed. Maintain Council plant and equipment. Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting). 	<ul style="list-style-type: none"> Appropriate training and development undertaken as agreed. Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. Contribution to projects and corporate initiatives is effective and valued. Administration requirements are completed timely and accurately.

PERSON SPECIFICATION

Qualifications

Essential

- A current "1" class motor vehicle licence
- Hold or held recently a current Controlled Substance Licence (CSL) and Certified Handler Certificate
- 4WD experience and certificate
- Quad experience and certificate
- Hold a current firearms licence
- Ability to reach compliance requirements within 3 months (e.g. NZQA Quads).

Desirable

- Industry specific qualifications (e.g. NZQA or APDC)
- Motorbike licence
- Dangerous goods (D) endorsement on driver licence
- Possum monitoring certification or experience
- GrowSafe certificate.

Knowledge/Experience

- Direct industry experience in pest animal control
- Have a sound understanding of relevant legislations and procedures
- Demonstrated ability to work within budgets
- Time and management skills with proven ability to follow process
- Computer literacy in Microsoft Office Products (Word, Outlook & Excel)
- Proven experience operating quads safely on steep terrain
- Proven experience operating 4WD safely on steep terrain
- Be proficient in the use of mobile applications (ESRI, Microsoft) and use of GPS
- Previous work experience conducting pest control work and associated monitoring
- Previous work experience supervising an operational field team.

KEY JOB COMPETENCIES

Expert Knowledge

- Management of pest animals
- Reasoning/Problem solving
- Project/Control operations skills GPS
- Bush craft
- Trapping skills
- Communication skills

Advanced Knowledge

- Relevant Animal Biology knowledge
- Time/project management
- Relevant legislation and procedures
- Leadership Skills
- Communication skills verbal and written

Working Knowledge

- Safe work practices
- Budgets / Financial acuteness
- Relevant software skills (e.g. word, excel, outlook, ESRI Apps)

Awareness

- Sensitivity to differing cultural perspectives.

Accountability

- External and internal audits, i.e. Health & Safety training
- Operational compliance
- Operations performance targets.

COMPETENCIES FOR PERFORMANCE DEVELOPMENT

Customer Focus

- Commitment to meeting the needs of anyone they work for and with including colleagues.

Job Knowledge

- Have the knowledge and skills to perform the requirements of the position.

Communication

- Use written and verbal language and style appropriate to the audience and context.

Teamwork

- Work constructively with people as a team member to achieve a common goal.

Dependability and Commitment

- Reliable and dedicated to achieving results.

Continuous Improvement

- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

Organising for Results

- Ensures work is completed effectively and within agreed deadlines.

PERSONAL ATTRIBUTES

- Be physically able to carry out required tasks.
- Ability to work in adverse weather conditions.
- Empathy with rural community.
- Able to relate to a wide range of people and work well with others.
- Has the ability to stay away at an operational area if required.
- Behaviour that is consistent with Horizons Regional Council's values and performance development programme.

OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

DECLARATION

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.

NGĀ UARA O NGĀ PAE | HORIZONS VALUES



Manaakitanga | We care for our places and make a positive difference

We care for our communities and the region's environments. We care for current and future generations.

He kura te tangata | We treasure our people

We look after each other, we uphold each other's mana; we use our different skills to support one another.

Mā rau ringa e tutuki ai | We succeed together

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

Kia Mau Ki Te Tokanga Nui a Noho

Approved: _____ (Manager) Date: ____/____/____

Read and Understood: _____ (Incumbent) Date: ____/____/____