

JOB DESCRIPTION

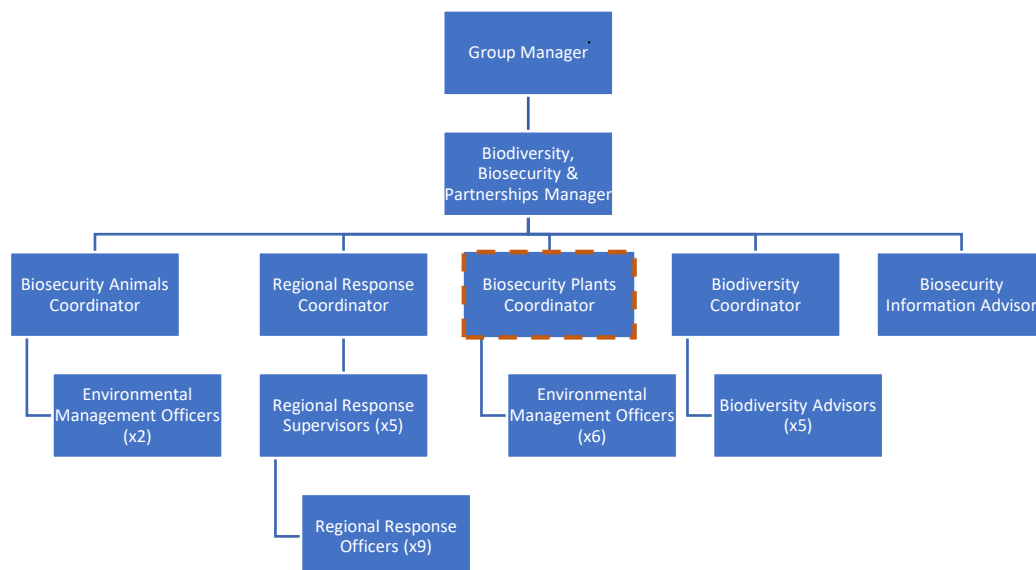
Job Title: Biosecurity Plants - Coordinator
Work Unit: Natural Resources and Partnerships
Responsible to: Biodiversity, Biosecurity and Partnerships Manager
Responsible for: 6.5 direct reports

Position purpose: This job exists to:

- Manage the Biosecurity Plants team and ensure delivery of the Pest plant targets and programs in Horizons Annual and Operational plans; as well as the objectives of the Regional Pest Management Plan
- Reporting including financial reporting on the work of the Biosecurity Plants team.
- Ensuring effective and efficient delivery of programmes.
- Contract management for delivery of Horizons work programmes including auditing contract delivery,
- Applying for and managing funds to enhance regional programmes.
- Hiring and managing casual staff for programmes.
- Provide project leadership and coordination in a number of related disciplines. The
- Get the best out of staff and maximise resources for the best outcomes, while maintaining their own core day to day project responsibilities.

Salary: \$83,214 (85%) – \$97,899 (100%)
Date: November 2021

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ Iwi ▪ Landowners ▪ Government departments (MfE, MPI, DOC) ▪ Research agencies and institutions ▪ Territorial authorities ▪ General public, stakeholders and community groups ▪ Contractors ▪ Land Occupiers and Managers ▪ Central Government (eg. MAF, BNZ) ▪ Iwi and Hapu ▪ General Public (both solicited and unsolicited contact) ▪ Contractors (eg. pest control contractors) ▪ Local Authorities/Territorial Authorities ▪ Education Institutions/Schools (eg. Massey University) ▪ Crown Agencies (eg. NZ Defence, Kiwi Rail) ▪ Crown Research Institutes (eg. AgResearch, Landcare Research) ▪ Community Action/Interest Groups ▪ 	<ul style="list-style-type: none"> ▪ Biosecurity Animals, Biosecurity Plants and Science and Innovation teams. ▪ Natural Resources & Partnerships group ▪ Communications team ▪ Freshwater & Partnership team, River Management, Rural Advice ▪ Other staff

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Project Management	
<ul style="list-style-type: none"> ▪ Project manage all aspects of the Biosecurity team, including implementation of the operational plan and contribute to the delivery of Horizons programmes including collaborative projects. ▪ Set up systems and reporting processes to effectively manage the above. ▪ Manage stakeholder expectations. ▪ Liaise closely with partners and stakeholders and manage on the various initiatives and delivery of the component programmes. ▪ Manage and/or assist various other initiatives and projects. 	<ul style="list-style-type: none"> ▪ Project management skills and processes are applied to achieve the required outcomes. ▪ An effective programme exists that delivers usable improvements, without the development and delivery unduly adding to the organisational workload. ▪ Written contributions are comprehensive, timely, well-written and relevant. ▪ All reporting, including financial, is accurate and meets required deadlines. ▪ Information about the projects is clearly communicated to council, executive and all key stakeholders and interested parties. ▪ Overall results meet the agreed requirements of the Biodiversity, Biosecurity & Partnerships Manager.
Targeting and aligning work programmes to deliver on outcomes	
<ul style="list-style-type: none"> ▪ Developing, implementing and monitoring an approved Operational Plan. ▪ Regular reporting on the delivery of the programme including the financial reporting. ▪ Ensuring the Biodiversity work is aligned and targeted to organisational priorities. 	<ul style="list-style-type: none"> ▪ The Biosecurity Plants team's work programme is implemented and delivers on objectives within budget. ▪ The Biosecurity team activities are aligned with organisational priorities. ▪ Results and outcomes of the Biosecurity team's programme are well communicated.

<ul style="list-style-type: none"> ▪ To align Biodiversity work programmes with internal and external work programmes to assist with achievement of Horizons organisational goals. ▪ Contribute to the Biodiversity team and organisation strategic planning process as necessary. 	<ul style="list-style-type: none"> ▪ The Biosecurity team are actively represented and involved with project teams, supporting the wider functions of the organisation.
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Contract Management and Supervision	
<ul style="list-style-type: none"> ▪ Preparing operational plans and estimates for programmed works. ▪ Supervising work programmes and monitoring for results. ▪ Report and record non conformance. ▪ Selection and induction of contractors. ▪ Ensure relevant legislative rules and requirements are met. ▪ Ensure corporate standards, policies and operating procedures are met. ▪ Manage staff and corporate resources as required. ▪ 	<ul style="list-style-type: none"> ▪ Prepare, implement and administer relevant contracts. ▪ Ensure contractors comply with relevant legislation.
Public Liaison	
<ul style="list-style-type: none"> ▪ Facilitate, prepare and promote HRC, GEM and individual projects to the public, interest groups and project partners. ▪ Prepare articles for publication. ▪ Support all HRC strategies and plans with an emphasis on GEM operational plans and individual projects targets. ▪ Respond to complaints, general inquiries and requests for action. ▪ Organise and attend field days (eg. Formal or informal public events or focus groups). ▪ Provide presentations to public. Developing, implementing and monitoring an approved Operational Plan. ▪ Regular reporting on the delivery of the programme including the financial reporting. ▪ Ensuring the Biodiversity work is aligned and targeted to organisational priorities. ▪ To align Biodiversity work programmes with internal and external work programmes to assist with achievement of Horizons organisational goals. ▪ Contribute to the Biodiversity team and organisation strategic planning process as necessary. 	<ul style="list-style-type: none"> ▪ The Biosecurity Plants team's work programme is implemented and delivers on objectives within budget. ▪ The Biosecurity team activities are aligned with organisational priorities. ▪ Results and outcomes of the Biosecurity team's programme are well communicated. ▪ The Biosecurity team are actively represented and involved with project teams, supporting the wider functions of the organisation.

Management	
<ul style="list-style-type: none"> ▪ Manage the Biosecurity Plants team's functions. ▪ Lead the team by example, providing a clear direction, inspiring shared commitment and fostering effective working relationships. 	<ul style="list-style-type: none"> ▪ The work unit budget and operational plan is prepared accurately within the agreed timeframes and is in line with council objectives.

<ul style="list-style-type: none"> Coordinate and prepare operational plans, portfolio budgets and then monitor reports and forecast expenditure so that it is within the approved allocation. Systematically monitor and improve systems methods, efficiency and quality of services provided. Ensuring team members are managed effectively in accordance with Horizon's corporate systems, policies and procedures, including recruitment, training and development. Develop robust systems to optimise the utilisation of available resources. Fulfil leadership and management roles for specialist function as agreed, i.e. portfolio management. 	<ul style="list-style-type: none"> Service improvements are identified and implemented. Financial targets are met in alignment with executive management expectations. Providing leadership, motivation, facilitation and communication for the specialist group.
Operational Planning and Implementation	
<ul style="list-style-type: none"> Prepare portfolio business plans. Prepare and action operational plans to meet business and strategy objectives. Assist with development and review of Council strategies and plans. Oversee work programs to meet plan and strategy outcomes. Report progress on plans and strategies. Monitor work programmes to ensure compliance with Council's policies and procedures. 	<ul style="list-style-type: none"> The work unit action plan is prepared accurately within the agreed timeframes. Work is completed within the agreed timeframes and expenditure of staff is within the agreed budgetary guidelines Service performance information is coordinated and prepared accurately and within the agreed timeframes for the Annual Report and other reports as required.
Communication and Advocacy	
<ul style="list-style-type: none"> Good communications and public relations for the Regional Council are developed and monitored to the agreed standards. Advocate the Council's position to the community. 	<ul style="list-style-type: none"> Respond to ratepayer and local authority enquires/issues regarding Biosecurity team's projects and Council activities. Response is accurate, delivered effectively and in a timely manner. Advice given is clear and concise with sound reasoning behind it and well thought out conclusions and delivered in a courteous manner.
Health and Safety Management	
<ul style="list-style-type: none"> Assume the responsibilities assigned to a "Manager/Team Leader" as defined in the Horizons Regional Council Health and Safety Policy and Management Manual. Ensure compliance with Standard operating procedures (SOPs) and safe work methods/practices relating to my functional work area at all times. Promote and support the safe and early return to work of injured employees. Ensure hazard management plan review is undertaken annually for your team. Ensure all hazards are identified and steps are taken to mitigate them. Ensure those staff issued with Personal Protective Equipment (PPE) receive correct and adequate training and are competent in the use of the PPE. 	<ul style="list-style-type: none"> All staff are trained in appropriate safe practices, procedures and emergency preparedness. All accidents involving staff or contractors are reported and investigated in a timely manner. Hazard identification, hazard assessment and risk management is coordinated and achieved effectively within your team and area. Hazard management processes are reviewed annually and implemented and monitored for your team. All staff and contractors are aware of all hazards relating to their relevant work practices and areas. All staff are provided with, and trained in, the use of appropriate PPE.

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 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). ▪ Ensure the Business Continuity Plan (BCP) for the team/work group is maintained, and regularly reviewed and updated to ensure its currency. 	<ul style="list-style-type: none"> ▪ Appropriate training and development undertaken as agreed with the Chief Executive. ▪ 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. ▪ BCP is maintained and updated as required, to reflect changes and ensure its currency within current and future team / group activities.

Note: *The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process.*

PERSON SPECIFICATION

Qualifications

Essential:

- A relevant tertiary qualification or extensive direct industry experience in a relevant discipline.

Highly Desirable:

- Previous work experience managing an operational team.
- Experience in managing collaborative projects.
- Proven financial management and communication skills.
- Be proficient in the use of Microsoft Word, Microsoft Excel, ArcGIS

Knowledge/Experience

Essential:

- Technical knowledge about Biosecurity and Biosecurity management.
- Understanding of rural management practices (rural empathy)
- Demonstrated ability to prepare and work within budgets.
- Experience in the management, recruitment, coaching and development of staff.
- Able to deal effectively and satisfactorily work with the general public, landowners and agencies and manage customer expectations.

KEY JOB COMPETENCIES

Expert Knowledge

- Management of Biosecurity projects
- Negotiation and contracting
- Reasoning/Problem solving
- Project/Control operations skills
- GIS and data management
- Technical, environmental or management discipline.

Advanced Knowledge

- Safe work practices
- Staff recruitment, training and developing processes
- Time management skills
- Conflict resolution
- Safe work practices.
- Internal regulatory and non-regulatory rules
- Legislative requirements and rules.
- Microsoft Office computer programmes

Working Knowledge

- Competent in relevant computer programmes

Awareness

- Sensitivity to differing cultural perspectives.

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.

Leadership

- Creates a clear direction, inspires a shared commitment and leads by example.

Developing and Managing Performance

- Builds an environment that is focused on enhancing the skills and performance of individuals and teams.

PERSONAL ATTRIBUTES

- Excellent communication skills (verbal, written, and presentations).
- Able to relate to a wide range of people.
- Have a positive approach to change by responding to changes in job demands, adapt new strategies and create a commitment to change in others.
- Ability to handle conflict at individual and group levels, providing an appropriate role model to others.
- A good standard of physical fitness (able to perform all tasks associated with the position).
- A current driver's licence.

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.

Horizons Regional Council Core Values

Values are the essence of this organisation's philosophy for achieving success. They are the bedrock of our culture and our view of how Horizons Regional Council staff should behave. They also provide us with a common direction and guidelines for day-to-day behaviour.

Professionalism

Professionalism at Horizons Regional Council is delivering what is promised in a skilled, timely and appropriate manner.

Teamwork

Teamwork at Horizons Regional Council is successfully achieving shared goals through dialogue, cooperation and respect for others.

Integrity

Integrity at Horizons Regional Council is being honest with others; respectful of their race, gender, age beliefs or values.

Self-Responsibility

Self-responsibility at Horizons is highly valued. All individuals are responsible for actively managing their own behaviour, learning, developing, and performing, including accepting responsibility for actions.

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

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

