

# Environment Officer - Biosecurity

## Purpose | Te arotahi mātua

The Environment Officer – Biosecurity is responsible for working collaboratively and cohesively within the Biosecurity programme to implement field activities associated with Biosecurity and Biodiversity strategies, the Regional pest management plan and relevant Council policies. Other Biosecurity activities included are in relation to the Biosecurity Act 1993 and the Resource Management Act 1991.

The role encompasses engagement with iwi/hapū, landowners, the science community, and a range of internal and external stakeholders to undertake biosecurity operations in the region. Effectively communicating biosecurity programmes and risks to a range of audiences is a key aspect of this role.

## Role dimensions | Te ahu mahi

Responsible to: Biosecurity Programme Lead  
Responsible for: Nil  
Primary location: Stratford but will be required to travel throughout the Taranaki region  
Job context: Permanent, Full-time

## Organisational context | Te horopaki whakahaere



## Role specific areas of responsibility | Whakaritea ngā wāhanga kawenga

The key responsibility areas are provided as a guide only. Performance measures for this job will need further discussion between the job holder and People Leader/Manager as part of the performance development process.

### Liaise and provide guidance

- Provide guidance to landholders regarding biosecurity operations and risks.
- Liaise and maintain working relations with external organisations, land occupiers and owners to facilitate field activities.

### Monitoring and investigation

- Respond, investigate and report on enquiries/complaints relating to pest infestations.
- Undertake monitoring and conduct surveys to evaluate the effectiveness of field activities.
- Interpret monitoring data and prepare relevant reports.

### Compliance and enforcement

- Undertake monitoring and conduct surveys to evaluate the effectiveness of landowner pest control programmes.
- Prepare enforcement documents as per Taranaki Regional Council policies.
- Organise and implement any necessary enforcement actions related to no compliance.
- Undertake default control as required, ensuring all relevant policies are adhered to.

### Operational delivery and projects

- Plan, undertake and report on pest control operations as required.
- Manage and coordinate pest control contractor operations.
- Undertake special projects relating to pathway management, surveillance and pest incursions when required.
- Provide biosecurity input and operational support into Taranaki Regional Council's site led biodiversity programmes.

### Special Requirements

- Must be able to undertake the physical requirements of the position.
- May be required to work with hazardous and toxic materials.
- May be expected to work under conditions in which personal risk is incurred and safety procedures must be adhered to in accordance with the Taranaki Regional Council's Policies and Procedures.
- Current drivers and Controlled Substance licence.
- Firearms licence.
- Trained and experienced in the use of all-terrain vehicles.





## Organisational areas of responsibility | Ngā wāhanga whakahaere

- **Be a team player** – Contribute to the greater team and organisational goals by completing projects and tasks in an efficient and effective manner, including any additional activities as directed by your People Leader.
- **Be flexible and adaptable** – Flexible work arrangements meet the needs of our customers, the Council and the individual and may include the need to work outside normal office hours from time-to-time.
- **Look after yourself and others** – Work within the Council's health and safety systems, policies and procedures at all times to limit risk and keep yourself and those around you safe.
- **Work with integrity** – Maintain high professional and ethical standards that align with relevant legislation, Council policies and our values.
- **Develop yourself and others** – Proactively seek out opportunities for your own professional development and work alongside others to develop them, including actively taking part in Our TRC.
- **Be culturally aware** – Show appreciation and understanding of Māori culture and values and put these into practice in your work.
- **Be an agent for change** – Always be on the lookout for ways to do things better, faster or smarter and be an active participant in the continuous improvement culture.
- **Be digitally savvy** – Understand and be competent in the use of digital technologies relevant to your role, including processing and storage of Council information in line with relevant policies.
- **Emergency planning and response** – Where required, participate in emergency management training exercises and support Council during an emergency management response, having due regard to the safety of your family.
- **Live our values** - Be aware of and demonstrate our values in ways that support inclusivity in every aspect of our work.

## Delegations of authority | Te tuku mana

Delegations for all roles are set out in the **Taranaki Regional Council Delegations Manual** as appropriate.



## Personal specifications | Ngā whakaritenga whaiaro

- |                            |   |
|----------------------------|---|
| <b>Qualifications</b>      | <ul style="list-style-type: none"><li>• A tertiary qualification or previous experience in a field that is relevant to the specialisation of this role is required.</li></ul>   |
| <b>Experience</b>          | <ul style="list-style-type: none"><li>• At least two years' experience in biosecurity/pest management role preferably in a local government environment.</li><li>• Have technical and practical proficiency and competency relevant to Biosecurity protection.</li><li>• Experience with building and maintaining effective relationships and gaining the cooperation of a wide range of internal and external stakeholders and contractors.</li></ul>  |
| <b>Skills</b>              | <ul style="list-style-type: none"><li>• Taranaki Regional Council has a skills pathway framework enabling people to plan their development and grow their skills. The core skills required for this position are aligned with <b>He Pukenga Ara Skills Pathway</b>, and a summary table is included in Appendix 1.</li><li>• Excellent oral and written communication skills.</li><li>• Ability to achieve behaviour change, working one on one with landowners and other stakeholders.</li><li>• Ability to de-escalate confrontational situations.</li><li>• Strong organisational and time management skills.</li><li>• Ability to manage multiple tasks .</li></ul>   |
| <b>Knowledge</b>           | <ul style="list-style-type: none"><li>• Advanced knowledge of biosecurity risks and pathways.</li><li>• Advanced knowledge of pest control and monitoring techniques and protocols.</li><li>• Advanced knowledge of digital technology, including field collection and geographic information systems.</li><li>• Working knowledge of the Biosecurity Act 1993 and the Regional Pest Management Plan for Taranaki.</li><li>• Awareness and understanding of NZ ecosystem function, flora and fauna.</li><li>• Awareness and understanding of biodiversity monitoring techniques and protocols.</li><li>• Awareness and understanding of the Resource Management Act 1991</li><li>• Awareness/understanding and appreciation of Māori cultural and spiritual values and protocols.</li></ul> |
| <b>Personal attributes</b> | <ul style="list-style-type: none"><li>• Self-motivated</li><li>• Adaptable</li><li>• Strong initiative</li><li>• A can-do attitude</li><li>• Self-awareness</li><li>• Stay calm under pressure</li><li>• Able to work independently</li></ul>   |



## Functional relationships | Te whanaungatanga mahi

Build, maintain and role model meaningful effective and sustainable relationships with;

- Internal**
  - Environment Services Team
  - Environment Services Manager
  - All Taranaki Regional Council staff
- External**
  - Contractors
  - Land Occupiers and Owners
  - Commercial Business Sector
  - Government Departments
  - District Council staff
  - General Public and Interest Groups

## Changes to job description | Ngā huringa ki ngā whakaahuatanga mahi

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.





## Our key messages | Ko ā mātou kōrero mātua

Taranaki Regional Council works with the Taranaki community:



Improving lifestyles  
Supporting livelihoods  
Taking Taranaki forward

## Our mission | Tō tātou mihana

To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources.
- Safeguarding Taranaki's people and resources from natural and other hazards.
- Promoting and providing for significant services, amenities and infrastructure.
- Representing Taranaki's interests and contributions to the regional, national and international community.

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

## Our values | Tō tātou whanonga pono

- **Integrity** | We do what it is right, rather than what is easy.
- **Teamwork** | We are one TRC team, working together with courage and purpose.
- **Care & Respect** | We demonstrate care and respect for ourselves and others; we treat everyone with dignity.
- **Agility** | We strive for excellence, embracing change as an opportunity for innovation.





## Our health and safety | Tō tātou Hauora me te haumaru

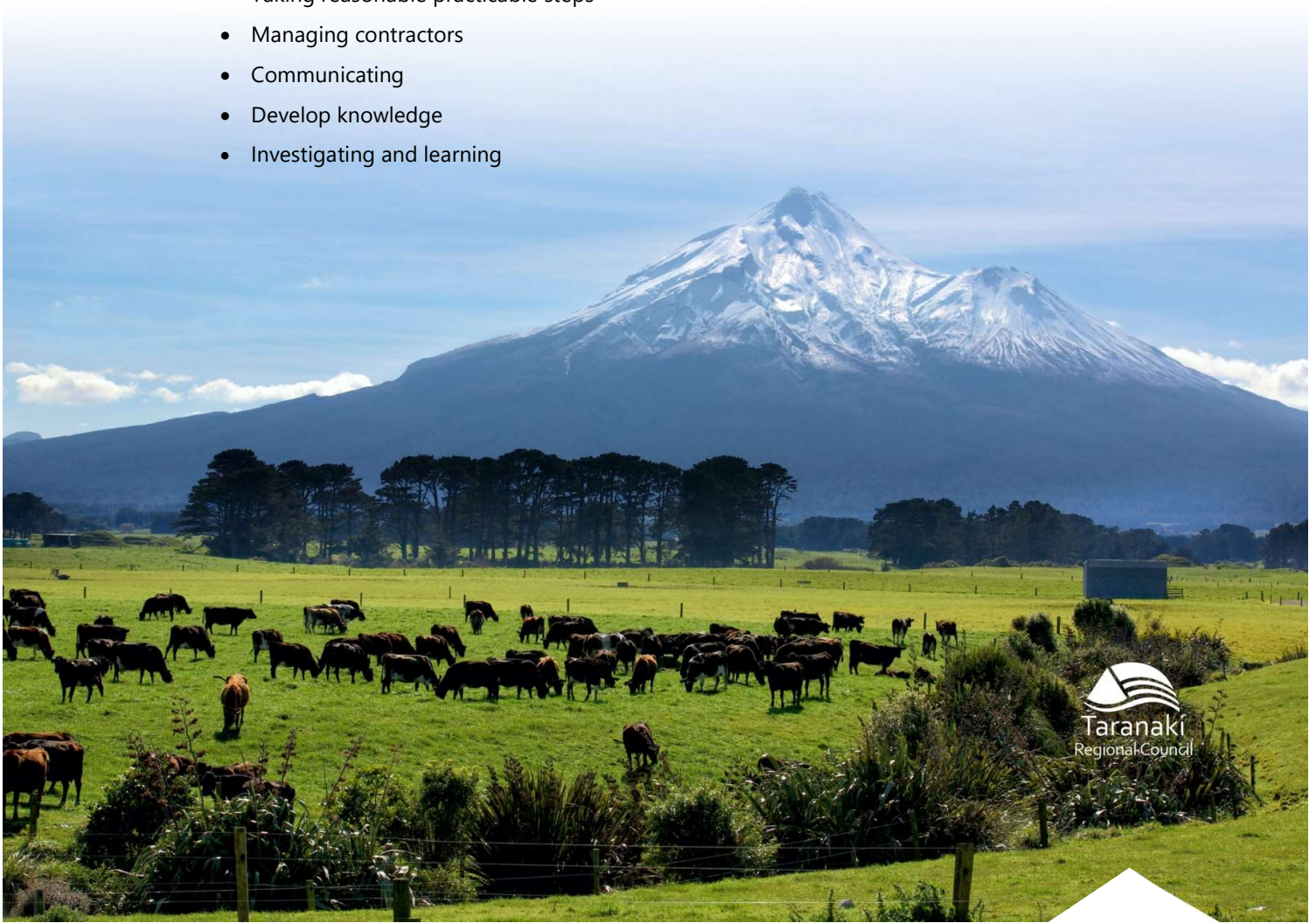
The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities.

### There are two key points to health and safety:

- 1 The safety of our people and the communities in which we operate always comes first.
- 2 We are all empowered and expected to challenge any unsafe situation at work.

### We will achieve these by:

- Building a positive culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicating
- Develop knowledge
- Investigating and learning



# He Pūkenga Ara Skills Pathway

Skill Area	Capabilities
Service Delivery	<ul style="list-style-type: none"> <li>• Service Standards</li> <li>• Customer Service</li> <li>• Judgement and Decisions</li> </ul>
Organisational Impact	<ul style="list-style-type: none"> <li>• Aligns Work</li> <li>• Collaborates</li> <li>• Assesses Impact and Value</li> <li>• Promotes Change</li> </ul>
Self-Awareness	<ul style="list-style-type: none"> <li>• Knows Self</li> <li>• Develops Self and Others</li> <li>• Builds Trust</li> </ul>
Communicates Effectively	<ul style="list-style-type: none"> <li>• Clear Messages</li> <li>• Adapts Style</li> <li>• Tact and Diplomacy</li> </ul>
Digital Technology	<ul style="list-style-type: none"> <li>• Systems Knowledge</li> <li>• Works Efficiently</li> <li>• Data Management</li> </ul>
Wellness and Risk	<ul style="list-style-type: none"> <li>• Policies and Procedures</li> <li>• Manages Risks</li> <li>• Proactive Wellbeing</li> <li>• Site Safety</li> </ul>
Cultural Awareness	<ul style="list-style-type: none"> <li>• Reo</li> <li>• Tikanga</li> <li>• Whakawhanaungatanga</li> <li>• Local context</li> <li>• Mātauranga Māori</li> <li>• Regulatory Environment</li> </ul>