

POSITION DESCRIPTION

MINISTRY OF AGRICULTURE AND FORESTRY

Position:	Biosecurity Inspector
Business Group:	MAF Biosecurity New Zealand
Directorate:	Border Standards
Group:	Operations & Facilities Group
Location:	Auckland
Reporting to:	Team Manager
Date:	June 2010

Background

MAF

The Ministry of Agriculture and Forestry's mission is *Enhancing New Zealand's Natural Advantage*, and its purpose is *leading the sustainable development of our biological resources for all New Zealanders* targeting four key outcomes:

- Sector development – NZ's economic growth and prosperity are enhanced through high performing and innovative sectors;
- Safe and freer rules based trade;
- Healthy New Zealanders; and
- Sustainable management of natural resources – management of natural resources to meet the sustainable economic, environmental and cultural values, aspirations and obligations of new Zealanders.

MAF Biosecurity New Zealand

The government has charged MAF with implementing a Biosecurity system that is fully integrated, operating efficiently and transparently in an environment of continuous improvement.

Biosecurity is defined as the exclusion, eradication or effective management of risks posed by pests and diseases to the economy, environment and human health. Biosecurity is not an end in itself, but contributes to the four key MAF outcomes.

MAF Biosecurity NZ supports those outcomes through its high level strategic objectives which are:

1. Improve market access for New Zealand exports through safer and freer trade.
2. Prevent harmful pests and diseases from crossing New Zealand's borders including operational inspection and diagnostics.
3. Manage the risks associated with the establishment of pests and diseases in New Zealand.
4. Develop stakeholder ownership of Biosecurity and animal welfare obligations.
5. Reflect New Zealand society's expectations for the treatment of animals..
6. Improve the way it works by developing its people, processes, systems and capability.

Position Summary

Context for the Position

New Zealand is more dependent on Biosecurity than any other developed country. The country's freedom from major pests and diseases is critical for primary productivity and freer trade. Border controls remain a critical part of protecting Biosecurity as increasing numbers of tourists arrive and more goods are imported. MAF Biosecurity has the leadership, coordination and major operational role in safeguarding New Zealand's biologically-based economy and its biodiversity from Biosecurity risks. Changes in risk or the operational environment often requires a rapid response and effective communication between the theoretical (standard setting) and the practical (delivery) functions. Biosecurity standard setting functions and the mechanisms that give effect to these are contained in the Border Standards directorate.

The Operations and Facilities Group is one of five groups within the Border Standards directorate. The group works closely with Standards advisors and the Cargo Directorate to ensure regulations are followed to prevent the introduction of exotic diseases and pests into New Zealand. The group is responsible for the approval and monitoring of transitional and containment facilities, and is also involved in enforcing the HSNO Act, on behalf of ERMA. This group also manages plant material in post-entry quarantine.

This secondment role will primarily be involved with the assessment of (general) transitional facilities and reports to a Team Manager. It is expected that this position will be working collaboratively with other members of the Operations and Facilities Group, and with relevant internal and external stakeholders.

KEY RELATIONSHIPS/CONTACTS

Outside the organisation

- Transitional Facility Operators, Accredited Persons (devanning), Training Providers, Importers and other people involved in the cargo supply chain.

Within the organisation

- Liaise directly with MAF Biosecurity NZ Advisors for technical and/or operational advice, notification and feedback
- Liaise with other Biosecurity Inspectors to ensure conformity of compliance.
- Liaise with Quarantine Inspectors regarding compliance and imports
- Liaise with Cargo Risk Profiling regarding cargo profiles and risk screening
- Liaise with Team Managers to ensure compliance of Transitional Facilities, Transitional Facility Operators and Accredited Personnel and assist in border clearance process.
- Liaise with Border Quality Team regarding Border Clearance Procedures and Quality Improvement
- Liaise with MAF Biosecurity NZ IT personnel to ensure integrity of Transitional Facility records held on Database.
- Liaise with MAF Finance regarding revenue collection

Principal Responsibilities / Key Result Areas

Key Result Areas

KEY RESULT AREAS	CORE OBJECTIVES	MEASURES OF PERFORMANCE
Approval and Monitoring of Transitional and Containment Facilities	<ul style="list-style-type: none"> ▪ Ensure Transitional and Containment Facilities are in compliance with current MAF Operational and Import Standards, directives and other relevant legislation ▪ Undertake audits/assessments as per agreed schedules ▪ Ensure audit codes/principles are adhered to ▪ Comply to Border Clearance Procedures ▪ Review and make recommendations for approval of Facility Operating Manuals ▪ Make recommendations for approval or cancellation of facilities and operators ▪ Ensure facility non-compliances are managed and closed in a timely manner 	<ul style="list-style-type: none"> ▪ Relevant Border Clearance Procedures and worksite instructions adhered to ▪ All audits/assessments completed within agreed timeframe ▪ All non-compliance follow-up completed within agreed timeframe ▪ Internal Audits ▪ Stakeholder and management feedback ▪ Quality Checks/Peer reviews
Reporting	<ul style="list-style-type: none"> ▪ Write technically robust reports ▪ Report in a timely manner to relevant MAFBNZ managers (as required) and Transitional Facility Operator ▪ Provide input to responses to ministerial correspondence, 	<ul style="list-style-type: none"> ▪ Internal audit ▪ Stakeholder and management feedback ▪ Timely reporting

KEY RESULT AREAS	CORE OBJECTIVES	MEASURES OF PERFORMANCE
	parliamentary questions and Official Information Act requests	
Administration	<ul style="list-style-type: none"> ▪ Ensure correct charging for services ▪ Assist in budget estimates as required ▪ Ensure databases are updated in a timely manner with correct information 	<ul style="list-style-type: none"> ▪ Adherence to appropriate to appropriate Border Clearance Procedures and Biosecurity Cost Regulations ▪ Internal Audits ▪ Quality checks/Peer reviews
Provision of Technical Advice/Training	<ul style="list-style-type: none"> ▪ Provide technical advice to Transitional Facilities Operators and other related stakeholders. ▪ Provide technical advice to all potential Transitional Facilities applicants and related stakeholders. ▪ Contribute to the development and review of Import and Operational Standards through collaboration with Import Standards Group, as required ▪ Provide presentation/training to Transitional Facilities Stakeholders as required/directed and appropriate ▪ Provide training to MAF Biosecurity NZ Inspectors/staff as appropriate ▪ Act as coach and mentor in Transitional Facility operations 	<ul style="list-style-type: none"> ▪ Stakeholder and management requests and feedback ▪ Level of performance and acceptance of input
Quality Systems	<ul style="list-style-type: none"> ▪ Develop ways of improving existing processes ▪ Participate in process development ▪ Address QIFs when required ▪ Assist in writing relevant Border Clearance Procedures ▪ Add value to commodity importing process. 	<ul style="list-style-type: none"> ▪ Relevant Border Clearance Procedures and worksite instructions adhered to
Other Functions	<ul style="list-style-type: none"> ▪ Provide relief to other Biosecurity Inspectors as required ▪ Provide Biosecurity Directions for risk goods ▪ Assist with other border functions when requested e.g. commodity clearance 	<ul style="list-style-type: none"> ▪ Level of performance and acceptance of input
Safety & Wellbeing Responsibilities	<ul style="list-style-type: none"> ▪ Share in the responsibility for the health and safety of themselves and others in their work environment 	<ul style="list-style-type: none"> ▪ Work related activities carried out in accordance with safe operating procedures

KEY RESULT AREAS	CORE OBJECTIVES	MEASURES OF PERFORMANCE
		<ul style="list-style-type: none"> ▪ Hazards, accidents, near misses and muscle discomfort reported in a timely and accurate way ▪ Participation in Workplace Rehabilitation
Corporate Citizenship	<ul style="list-style-type: none"> ▪ Model expected MAF Behaviour ▪ Conduct audits/assessments in a professional manner ▪ Operate consistently with MAF policies, standard operating procedures and legislation ▪ Ensure a good knowledge of the Treaty of Waitangi and an understanding of its implications for MAF's businesses 	<ul style="list-style-type: none"> ▪ Behaviour appropriate to MAF standards and policies ▪ All standards are adhered to ▪ MAF Code of Conduct adhered to

Dimensions of the Position

Staff

Number of direct reports:	0
Number of staff reporting to your direct reports:	0
Total number of employees in this Cost Centre:	11

Finance

Total Operating budget	Nil
Baseline budget	Nil
Appropriations for Specific Pest & Disease Response	Nil
Revenue	Collection

PERSON SPECIFICATION (EDUCATION, SKILLS, EXPERIENCE)

Essential

- Good knowledge / understanding of Facility Standard and Guidance document for General Facilities for Uncleared Goods (BNZ-STD-TFGEN)
- Excellent stakeholder management
- Excellent brand management
- Thorough knowledge of cargo clearance processes and systems
- Experience in cargo inspections
- Experience in sea container audits
- Experience in transitional facility assessments
- Audit trained or experience in audit process (as an auditor)
- Strong negotiation and conflict management skills
- Excellent communication skills
- Excellent time management and prioritisation skills and flexibility in working hours

- Sound physical health and mobility
- Possess current driver's licence and be willing to travel away from home
- Must be able to drive manual vehicles
- Knowledge / understanding of quality systems, preferably ISO9000 series
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Desirable

- Knowledge of the Auckland area
- Good knowledge of MS Excel and Word
- Experience in the Facility Performance Management System

Competencies

Core for All MAF Positions

Competency	Skilled Behavioural Examples
22. Ethics and Values	<ul style="list-style-type: none"> ○ Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times ○ Acts in line with those values ○ Rewards the right values and disapproves of others ○ Practices what he/she preaches
29. Integrity and Trust	<ul style="list-style-type: none"> ○ Is widely trusted ○ Is seen as a direct, truthful individual ○ Can present the unvarnished truth in an appropriate and helpful manner ○ Keeps confidences ○ Admits mistakes ○ Doesn't misrepresent him/herself for personal gain
54. Self Development	<ul style="list-style-type: none"> ○ Is personally committed to and actively works to continuously improve him/herself ○ Understands that different situations and levels may call for different skills and approaches ○ Works to deploy strengths ○ Works on compensating for weaknesses and limits

Competency	Skilled Behavioural Examples
15. Customer Focus	<ul style="list-style-type: none"> ○ Is dedicated to meeting the expectations and requirements of internal and external customers ○ Gets first-hand customer information and uses it for improvements in products and services ○ Acts with customers in mind ○ Establishes and maintains effective relationships with customers and gains their trust and respect
16. Timely Decision Making	<ul style="list-style-type: none"> ○ Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure ○ Able to make a quick decision
17. Decision Quality	<ul style="list-style-type: none"> ○ Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgement ○ Most of his/her solutions and suggestions turn out to

	<ul style="list-style-type: none"> ○ be correct and accurate when judged over time ○ Sought out by others and advice and solutions
24. Functional/Technical Skills	<ul style="list-style-type: none"> ○ Has the functional and technical knowledge and skills to do the job at a high level of accomplishment
31. Interpersonal Savvy	<ul style="list-style-type: none"> ○ Relates well to all kinds of people – up, down and sideways, inside and outside the organisation ○ Builds appropriate rapport ○ Builds constructive and effective relationships ○ Uses diplomacy and tact ○ Can diffuse even high-tension situations comfortably
32. Learning on the Fly	<ul style="list-style-type: none"> ○ Learns quickly when facing new problems ○ A relentless and versatile learner ○ Open to change ○ Analyses both successes and failures for clues to improvement ○ Experiments and will try anything to find solutions ○ Enjoys the challenge of unfamiliar tasks ○ Quickly grasps the essence and the underlying structure of anything
42. Peer Relationships	<ul style="list-style-type: none"> ○ Can quickly find common ground and solve problems for the good of all ○ Can represent his/her own interests and yet be fair to other groups ○ Can solve problems with peers with a minimum of noise ○ Is seen as a team player and is co-operative ○ Easily gains trust and support of peers ○ Encourages collaboration ○ Can be candid with peers
46. Perspective	<ul style="list-style-type: none"> ○ Looks toward the broadest possible view of an issue/challenge ○ Has broad ranging personal and business interests and pursuits ○ Can easily pose future scenarios ○ Can think globally ○ Can discuss multiple aspects and impacts of issues and project them into the future
50. Priority Setting	<ul style="list-style-type: none"> ○ Spends his/her time and the time of others on what's important ○ Quickly zeros in on the critical few and puts the trivial many aside ○ Can quickly sense what will help or hinder accomplishing a goal ○ Eliminates roadblocks ○ Creates focus
62. Time Management	<ul style="list-style-type: none"> ○ Uses his/her time effectively and efficiently ○ Values time ○ Concentrates his/her efforts on the more important priorities ○ Gets more done in less time than others ○ Can attend to a broader range of activities
67. Written Communications	<ul style="list-style-type: none"> ○ Is able to write clearly and succinctly in a variety of communication settings and styles ○ Can get messages across that have the desired effect