



Position Description

Title:	Senior / NAIT Officer
Branch:	Operations
Reports to:	Chief Compliance Officer (Animal Welfare and NAIT)
Location:	Whangarei (x4), Hamilton (x2), Tauranga (x2), Whanganui (x2), Palmerston North (x2), Gisborne, Napier, Masterton, Nelson, Christchurch, Timaru, Dunedin (x2) and Invercargill
Approved by:	Director Compliance Services
Date:	August 2018

Purpose of the position

The Ministry for Primary Industries (MPI) purpose is 'Growing and Protecting New Zealand' with an ambition of 'New Zealand is the most trusted source of high value natural products in the world'.

The Compliance Services Directorate within the Operations Branch is accountable for ensuring optimal compliance across all of MPI's systems and is responsible for the delivery of compliance and enforcement services across animal welfare, biosecurity, fisheries, food safety, forestry, National Animal Identification and Tracing (NAIT) and all other legislation administered by MPI.

The Senior / NAIT Officers support MPI achieving its vision by delivering effective compliance and enforcement services for NAIT and animal welfare within their respective areas.

The scope of the role includes:

- Being warranted as a NAIT Officer, an Animal Welfare Inspector and other warrants of authority as required; e.g. Animal Products Act and Biosecurity Act.
- Being a subject matter expert for all aspects of NAIT and animal welfare compliance and enforcement practices.
- Working with other NAIT Officers and Animal Welfare Inspectors to deliver effective and efficient compliance and enforcement outcomes.
- Ensuring that all breaches of the NAIT and Animal Welfare Acts are identified, assessed and managed by the most appropriate intervention using inspection, monitoring, surveillance, intelligence, analysis, investigative and prosecution capabilities.

Principal responsibilities/key result areas

Senior / NAIT Officers deliver a prioritised work programme based on compliance interventions in accordance with Compliance Services strategy to verify compliance and identify and respond to non-compliance through:

NAIT and Animal Welfare Inspections

- Performing NAIT proactive inspections and managing referrals and complaints;
- Ensuring investigation process (including NAIT and animal welfare assessments and criminal methodology) is adhered to;
- Undertaking and developing a prosecution file where necessary; and

- Liaising with Compliance Investigators allocated to specific enquiries

Compliance Monitoring

- Monitoring service providers and licensed establishments for compliance with Animal Welfare legislation, National Animal Welfare Advisory Committee (NAWAC) Codes and NAIT legislation;
- Issuing compliance notices and ‘follow-up’ inspections where necessary;
- Initiating prosecutions where appropriate;
- Application of civil penalty procedures under applicable legislation relevant to any breaches identified;
- Working with Compliance Investigators to prepare and present robust prosecution cases where non-compliance has been identified;
- Delivery of outcomes in accordance with the Operations Branch operating framework and the VADE model; and
- Issuing education material.

Promoting NAIT and Animal Welfare

- Providing consultancy advice/training;
- Contributing to the review of NAIT and animal welfare legislation, including codes of practice;
- Promoting good animal husbandry practices;
- Building and sustaining positive working relationships with internal and external stakeholders in an enabling and partnering approach under MPI’s strategy and priorities.

Reporting

- Provision of information for inclusion in regular activity reports;
- Regular updating of prosecution files through timely entries into computerised file management systems;
- Assisting with developing profiles to identify high risk customers using risk based modelling and intelligence functions;
- The conduct of investigative actions where non-compliance is identified including interviews and evidence collection for the purposes of criminal prosecution; and
- Assisting in the development and implementation of compliance processes for those programmes administered.

General

- Respond to the changing needs of the Ministry for Primary Industries (MPI), performing other tasks as reasonably required.
- Participate in responses (using the New Zealand Coordinated Incident Management System) if required and support others to participate in response as required.
- Maintain a strict sense of professional ethics, maintain confidentiality and privacy, and abide by MPI’s Code of Conduct.
- This position description is not intended to be an exhaustive list of tasks, but to act as guide as to the main duties and responsibilities of the position. Its content will be subject to regular review in conjunction with the job holder.

Key relationships and stakeholders

Internal	Nature of the relationship
Chief Compliance Officer (AW & NAIT)	<ul style="list-style-type: none"> • For task assignment and guidance on process, work programmes, individual development and management support.

Team Manager	<ul style="list-style-type: none"> For guidance on strategy, MPI-wide initiatives, Government direction and support for organisational culture.
Other NAIT Officers and Animal Welfare Inspectors	<ul style="list-style-type: none"> To share information, seek and provide assistance and discuss technical issues, including legal advice.
NAIT/Animal Welfare Analysts/Co-ordinators	<ul style="list-style-type: none"> For advice on work programmes and provision of complaint and referral background details.
Other managers, teams within MPI	<ul style="list-style-type: none"> To share information, seek and provide assistance and discuss technical issues, including legal advice.
Staff delivering MPI contracts (part-time Animal Welfare Inspectors)	<ul style="list-style-type: none"> Provide advice and training as required.
Response leaders and managers	<ul style="list-style-type: none"> <i>Participate in responses, reporting to response line manager as detailed in response role description</i> <i>Carry out all response activity based on MPI mandated processes and systems</i>

External	Nature of the relationship
Co-regulators – SPCA and OSPRI	<ul style="list-style-type: none"> To achieve enabling and partnering under MPI's strategy and priorities; and facilitate active collaboration, build knowledge, and capture sector knowledge/information.
Industry, Sector or Trade Stakeholders	<ul style="list-style-type: none"> To achieve enabling and partnering under MPI's strategy and priorities; and facilitate active collaboration, build knowledge, and capture sector knowledge/information. Including links with Local Bodies, NGOs engaged in animal welfare.
Peers in other Government Departments	<ul style="list-style-type: none"> To facilitate active collaboration and build knowledge; e.g. New Zealand Police, Ministry for the Environment; Ministry of Justice, Department of Conservation, Ministry of Economic Development.

Dimensions of the position

Financial responsibility

MPI operating expenditure	By agreement with your manager and in accordance with the annual budget.
Non-departmental expenditure	By agreement with your manager and in accordance with the annual budget.
Capital expenditure	By agreement with your manager and in accordance with the annual budget.

Freedom to act

The authority to exercise Human Resource Delegations of Authority for non-managerial positions as detailed in the Human Resource Delegations of Authority.

The ability to incur financial costs for non-managerial positions, as detailed in the Financial Delegations of Authority.

Non-Departmental Financial delegations (as approved by the Minister from time to time for specific programmes).

Expenditure within approved budget and delegated authority.

Planning, prioritising and deploying all resources within the defined area of responsibility.

Security clearance

To fulfil the requirement of this position a security clearance classification to the following level is required:	Criminal Conviction Check Confidential
--	---

Education, skills and experience

Qualifications	<p>Essential</p> <ul style="list-style-type: none"> Relevant tertiary qualifications and/or experience in animal husbandry duties <p>Desired</p> <ul style="list-style-type: none"> Tertiary qualifications and/or equivalent regulatory, compliance and enforcement experience
Experience, skills and knowledge	<p>Essential</p> <ul style="list-style-type: none"> Experience in animal production systems and knowledge of agricultural systems/sector. Practical working knowledge of the laws under which investigations and compliance activities operate. i.e. Animal Welfare Act 1999, NAIT Act 2012, Privacy Act, NZ Bill of Rights, Crimes Act, Summary Proceedings Act, Evidence Act, Criminal Justice Act. Demonstrate competent witness/suspect/defendant interviewing skills with an understanding and application of rules of law. Knowledge and experience in preparing and conduct of prosecution cases. Demonstrable experience in relationship management both internal and external to an organisation. <p>Desired</p> <ul style="list-style-type: none"> National Certificate in Compliance and Regulatory Control (Animal Welfare). Knowledge and experience in risk based problem solving techniques. Promotes the creation of organisational agility through innovation and positive organisational culture. Understanding of Court of Law procedures. Experience presenting oral and written evidence at Court and other proceedings. Experience in working with livestock, animal husbandry. Knowledge of farming organisations and external animal welfare agencies. Firearms Licence: (carrying of firearms). Computer qualifications/experience – especially in the use of Microsoft Word, Excel, Outlook and the internet.

Capabilities

COMMON CAPABILITIES – expected in all MPI roles	
Engaging <i>Te Whai Wāhitanga</i>	<ul style="list-style-type: none"> • Connects with others • Listens • Reads people and situations • Interacts appropriately in different situational / social / cultural settings • Communicates tactfully
Honest and Courageous <i>He Pono, He Māia</i>	<ul style="list-style-type: none"> • Shows courage • Shows decisiveness • Acts with integrity
Resilient <i>He Manawaroa</i>	<ul style="list-style-type: none"> • Is adaptable • Remains effective under pressure • Demonstrates composure
Results Focus <i>He Aro ki ngā Hua</i>	<ul style="list-style-type: none"> • Committed and tenacious • Focused on achieving
Self-Aware Learner <i>He Ākongā Kiri Mōhio</i>	<ul style="list-style-type: none"> • Seeks feedback on own performance • Self-assesses • Adapts approach • Shows commitment to development
Tikanga Māori <i>Tikanga: the dynamics of doing what is right / rite so as to respect, and not transgress, the mana, integrity and honour of anyone in a given context; Māori: the indigenous people of the land</i>	<ul style="list-style-type: none"> • Applies Māori culture and language to work • Draws on Māori culture to enrich one's work • Applies Māori knowledge and values within a government and Crown context <p><i>Refer to relevant Career Pathway Māori Cultural Competency for role-specific expectations.</i></p>

CAPABILITIES – specifically relevant to this role	
Works collaboratively	<ul style="list-style-type: none"> • Understands the context • Focuses on priority work • Shares information • Builds trust with other teams/groups • Works across boundaries • Supports others to succeed
Customer and Stakeholder Connection	<ul style="list-style-type: none"> • Thinks about broader context • Knows stakeholders / customers • Consults widely
Communicates with Impact	<ul style="list-style-type: none"> • Communicates clearly • Influences others • Communication achieves intended purpose
Inquiring and Analytical	<ul style="list-style-type: none"> • Thinks analytically and critically • Displays curiosity • Shows awareness, and minimises impact of bias
Solves Problems	<ul style="list-style-type: none"> • Takes steps to fully understand the problem and contributing factors • Explores different solution options and possible side effects • Selects and implements solutions that are effective • Involves stakeholders and ensures that solutions meet their needs

CAPABILITIES – specifically relevant to this role	
Judgement and Decision-Making	<ul style="list-style-type: none"> • Considers options and likely consequences • Able to give rationale for decisions • Is able to make decisions in uncertain situations • Makes timely decisions, balancing the desire for complete information with the need to progress important or urgent matters

GROUP-SPECIFIC / TECHNICAL CAPABILITIES FROM CAREER PATHWAYS	
Compliance Career Development Framework	<ul style="list-style-type: none"> • Behavioural skills • Common skills • Sector specific skills • Specialist skills

RESPONSE CAPABILITIES – for all staff who may be involved in a response	
Dealing with ambiguity	Comfortably handles unclear or unpredictable situations
Accountability	Accepts responsibility for one's actions regardless of outcomes
Professionalism	Acts in accordance with job-related values, principles and standards
Handling stress	Manages pressure without getting upset, moody or anxious
Integrity	Acts honestly in accordance with moral or ethical principles