

Position Description

Title:	L5 Team Manager, Aquatic Animal Diseases L5 Team Manager, Bacteriology & Mycology L5 Team Manager, Genomics L5 Team Manager, Immunology L5 Team Manager, Virology
Business Unit:	Biosecurity New Zealand
Directorate	Diagnostic & Surveillance Services
Reports to:	Manager Animal Health Laboratory
Location:	Upper Hutt
Direct Reports:	8-12
Approved by:	Director Diagnostic & Surveillance Services
Date:	September 2019

Let us introduce ourselves

Ko wai mātou

[New Zealand Public Service Commission](#)

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa

i āianeī, ā, hei ngā rā ki tua hoki. He kawenga tino whitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

[Ministry for Primary Industries \(MPI\)](#)

The Ministry for Primary Industries works to safeguard New Zealanders' way of life well in the future. To ensure this, we have a vision where New Zealand is the world's most sustainable provider of high-value food and primary products. Our organisational strategy sets the direction we need to take to achieve this vision and ensure the success of the food and primary industries for the benefit of all New Zealanders. For more information on our current strategy, see Our Strategy.

As we deliver on our key outcomes of Prosperity (Tōnuitanga), Sustainability (Kauneke Tauwhiro), Protection (Whakangungu), and Visible Leadership (*Ngā Manukura*), we work hard

to deliver for New Zealand. Using our key working styles, we always strive to be open, agile, engaging and proactive.

Our commitment to Diversity and Inclusion

To mātou kaingākau mo ngā rerekētanga me te tāpītanga

At MPI we *respect* the individual and want everyone to feel they can bring their whole selves to work every day. For more information on what Diversity and Inclusion looks and feels like at MPI, refer to - [Our Diversity and Inclusion](#).

What is the purpose of this position?

Te whaingā poto o tēnei tūranga

The Diagnostic & Surveillance Services Directorate (DSS) is responsible for delivering the core functions of diagnostic, surveillance, incursion investigation and response. The Directorate leads or supports functions that deal with suspected exotic pests and diseases that may affect New Zealand's primary industries in the aquatic and terrestrial environments

The DSS laboratories also provide testing services to meet regulatory requirements for imported and exported animals and plants (and derived products), and for private organisations seeking specialist services. The laboratories operate a quality management system accredited to ISO 17025 "General Requirements for the Competence of Calibration and Testing Laboratories".

You will be required to:

- To provide leadership and effective and efficient operational delivery of diagnostic capability to support trade, investigation and response testing for suspected exotic, new or emerging diseases of animals.
- To provide high quality advice on biosecurity diagnostic readiness, investigation and response for aquatic and terrestrial animal diseases.
- Diagnostic testing at the AHL involves work with high risk and exotic organisms carried out in a high containment PC3+ laboratories requiring expert knowledge in biocontainment and biosafety procedures.

What will you be doing?

Ngā kawenga mahi

Operational Delivery

Manage operational delivery of internationally-accredited diagnostic services at New Zealand's national veterinary laboratory in area of responsibility by:

- ensuring diagnostic investigation capability is available for incursion, readiness and response;
- providing diagnostic services to support trade, investigation and responses;
- contributing with the design and delivery of surveillance programmes;
- ensuring ongoing training and preparedness of team members for biosecurity emergencies
- being responsive and adaptive to changing needs of stakeholders and customers;
- contributing to AHL strategic and operational information sharing, planning, delivery and decision-making.
- leading national partnerships and contributing to international partnerships, and providing high quality technical advice across a number of branches,;
- building and managing a portfolio of operationally focussed research in area of responsibility, including collaborations with others across the laboratory and wider MPI;

- ensuring robust biosafety, biocontainment, HSNO laboratory, and health and safety policies and procedures are in place and followed to protect staff whilst working in containment and transitional laboratories and particularly when working with high risk zoonotic pathogens in the high containment laboratory
- ensuring the work produced complies with the necessary quality systems and accreditation standards such as ISO 17025, AS/NZS 2243.3, MPI standards including Recognised Laboratory Program and Transitional and Containment Facilities, and meets external audit requirements.

Resource Management

Efficiently and effectively manage team resources through the effective implementation and adherence to organisational policies and procedures, e.g. planning and monitoring team work programmes, financial management, recruitment and selection, health and safety. Ensure that resources are responsive and adaptive to changing priorities.

Leadership and Management

- Provide leadership and management to all staff within the team by ensuring that robust processes for communication, performance management and learning and development are effectively implemented by ensuring individual performance is managed, development needs are identified and appropriate development opportunities are provided and recruitment of high quality specialists is achieved.
- Support the AHL Manager by contributing to the leadership of the laboratory, including acting as AHL Manager from time to time and by participating as a member of the AHL leadership team and through relevant business/MPI forums.
- Support senior MPI managers and leaders by effectively communicating complex scientific data or issues to facilitate timely decision making.

Networking and Personal Development

- Build and maintain relationships across the directorate, branch and ministry and relevant external organisations through informal and formal networking and participation in ministry wide projects.
- Maintain and enhance personal skills in management and in technical competence.

Team Engagement

Lead and be accountable for team engagement, including building engagement activities into team processes and activities:

- Lead the team engagement action planning process
- Ensure staff have tools appropriate to do their work, within organisational constraints
- Ensure staff are aware of what is expected of them through regular performance conversations and informal catch ups
- Provide effective, constructive and timely updates, recognition and feedback to team members.
- Ensure staff have development plans in place to support organisational and career goals.
- Take responsibility for team outputs.

General

Ngā korero Whānui

Respond to the changing needs of the Ministry, performing other tasks as reasonably required.

Maintain a strict sense of professional ethics, maintain confidentiality and privacy, and abide by MPI's Code of Conduct.

Participate in responses (using the New Zealand Coordinated Incident Management System) if required and support others to participate in response as required.

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.

Who would you be working with?

Ko wai ō hoa mahi?

Internal	Nature of the relationship
Director and Branch Leadership Team	For guidance on strategy, initiatives across the Ministry, government direction and support for organisational culture.
AHL Manager	For guidance on process, intellectual leadership, work programmes, individual development and management support. Provide effective support to the AHL Manager in the ongoing management of the laboratory.
Direct Reports	To provide direction, guidance and allocate work.
Other managers, teams within MPI	To collaborate on organisational projects, share information and practise, and co-ordinate work programmes.
MPI HR	For collaboration on health and safety, recruitment and induction, delegations, HRIS etc.

External	Nature of the relationship
Stakeholder/industry groups	To inform, share information, liaise on key matters, and represent interests of the Ministry.
International scientific experts	To provide technical advice, support and training and represent interests of the Ministry where appropriate.
Other government agencies	To inform, share information, liaise on key matters, and represent interests of the Ministry.
Maori stakeholders, Iwi, Hapu, organisations	To facilitate active collaboration, build knowledge, and capture Maori knowledge/information as inputs to work.
Ministers offices	Provide support and advice as appropriate through established Ministry processes and procedures.

Dimensions of the position

Ngā ahuatanga ō tēnei turanga

STAFF

Number of direct reports	8-12
Total number of staff within area of responsibility	8-12

FINANCIAL RESPONSIBILITY

Budget managed – bacteriology and aquatic animal diseases	\$1.2 million
Budget managed - Immunology	\$1.2 million
Budget managed - Virology	\$1.2 million

FREEDOM TO ACT

- The authority to exercise Human Resource Delegations of Authority for Level 5 Manager as detailed in the Human Resource Delegations of Authority.
- The ability to incur financial costs for a Level 5 position, 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.
- Negotiations with suppliers and contractors within limits delegated by Director General.
- Staff selection, appointment and deployment in accordance with State Sector Act, MPI HR policy and delegated authority.
- Planning, prioritising and deploying all resources within his/her 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.
--	---

Who are we looking for?

Ko te tangata mo tēnei tūranga?

Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Post-graduate tertiary qualifications in relevant discipline(s) preferably doctoral level. <p>Desired</p> <ul style="list-style-type: none"> • Management and/or project management qualifications.
Experience and knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Knowledge and experience of laboratory health and safety, quality and management systems and of accreditation standards. • Experience in developing and leading laboratory programmes, projects and processes. • Experience in staff supervision and development. • Experience in analysing technical issues and making business decisions with financial/political impact. • Experience and understanding of domestic and international biosecurity issues <p>Desired</p>

	<ul style="list-style-type: none"> • Experience in managing relationships and consultation with an assortment of external stakeholders. • Experience in managing staff; administrative, financial and personnel systems and processes; and in developing and implementing support systems within government organisations. • Knowledge of strategic and business planning processes. • Knowledge of MPI business environment, its strategic priorities, strengths and weaknesses.
Skills	<p>Essential</p> <ul style="list-style-type: none"> • Project management skills, including experience in leading projects and achieving effective outcomes in situations where there are diverse interests. • Communications and presentation skills. <p>Desirable</p> <ul style="list-style-type: none"> • Proven negotiation skills. • Budget management and financial skills.

Capabilities *Ngā taumata mātou*

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 Ākonga 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>

LEADERSHIP – LEVEL 5	
Category	Capabilities
Talent management	<p>Manages Individual Performance Sets clear performance expectations for individuals Supports and reinforces high performance Manages poor performance</p> <p>Develops People Develops others Coaches / mentors individuals Enables career development Develops team capability</p> <p>Builds Team Performance Sets clear team objectives and expectations Monitors team cohesion and performance Strengthens team cohesion and performance When recruiting, considers gaps in team's capability, diversity and experience</p>
Delivery management	<p>Plans and Organises Manages and delivers on work priorities Purposeful about use of time</p> <p>Achieves through others Delegates to individuals Maintains oversight of their team's work</p>
Collaborative Leadership	<p>Works Collaboratively Understands the context Focuses on priority work Shares information Builds trust with other teams/groups Works across boundaries Supports others to succeed</p>
Strategic leadership	<p>Customer and Stakeholder Connection Thinks about broader context Knows stakeholders / customers Consults widely</p>

RESPONSE CAPABILITIES – for L4 / L5 Managers who may be used as a Function Manager in a response	
Self-Management	Demonstrates appropriate motivation, attitude and self-control
Teamwork	Collaborates with others to achieve goals
Time Management	Plans and prioritises work to maximize efficiency and minimize downtime

RESPONSE CAPABILITIES – for L4 / L5 Managers who may be used as a Function Manager in a response	
Leveraging People Skills	Gets along well with others, is tactful and behaves appropriately in social situations