

POSITION DESCRIPTION

POSITION TITLE	Manager Biosecurity
GROUP	Environmental Science
REPORTS TO:	Group Manager – Environmental Science
DIRECT REPORTS	2

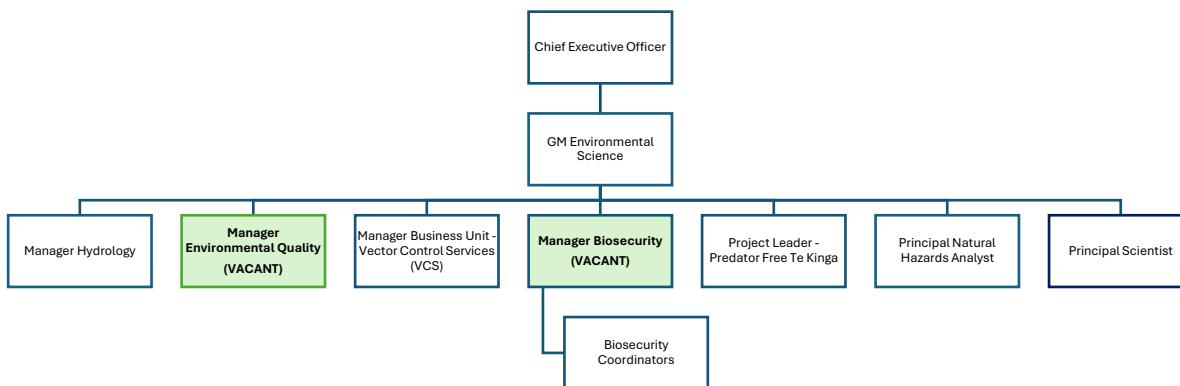
POSITION PURPOSE

The Manager – Biosecurity provides both strategic and operational leadership for WCRC's biosecurity function. The role will be pivotal in leading the review and implementation of the West Coast's Regional Pest Management Plan.

This position leads a small but skilled team to deliver regional biosecurity initiatives that support regional primary production, economic growth and ecological values. It works collaboratively across Council, with iwi, landowners, government agencies, and community partners to plan and deliver integrated environmental outcomes, drive continuous improvement, and ensure alignment with Council's strategic priorities and statutory obligations.

DATE OF REVIEW	January 2026
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ORGANISATIONAL CONTEXT



KEY RELATIONSHIPS

EXTERNAL		Purpose and frequency of contact	
• Public		Consultation and communication	Weekly
• Other Local and Territorial Authorities		Collaboration and knowledge sharing	Weekly
• Iwi/Hapū		Collaboration, partnership and co-design of programs	Monthly
• Primary contractors (and subcontractors) and consultants		Review and oversight of technical outputs	As needed
• Government departments (MfE, DOC, MPI)		Partnerships and collaborations	Monthly
• NGOs (Forest & bird, Federated farmers, Fish & Game, Deer hunters association etc.)		Partnership & Collaboration	Monthly
• Community groups & charitable trusts		Partnership & Collaboration	Monthly
• Professional societies and national science forums		Representation and contribution	ongoing
• Other service providers		Seeking information	Monthly
INTERNAL			
• All staff		Advice, mentoring and project support	Daily/weekly
COMMITTEE/GROUPS			
• Standing Committees of Council		Formal presentations and advice	Monthly

KEY ACCOUNTABILITIES

KEY RESPONSIBILITIES	EXPECTED OUTCOMES/PERFORMANCE INDICATORS
Values	The best interests of the organisation are represented at all times ensuring Council values are reflected in behaviours and professional delivery of role.
Leadership and Team Performance	<p>Provide strong, values-based leadership that builds a capable, collaborative, and high-performing Biosecurity team.</p> <p>Lead by example, modelling integrity, accountability, and professionalism in all interactions.</p> <p>Develop and implement clear annual work programmes and performance expectations aligned with Council priorities.</p> <p>Foster a culture of continuous improvement, teamwork, and shared accountability for results.</p> <p>Empower staff through coaching, mentoring, and professional development opportunities to strengthen technical and leadership capability.</p> <p>Champion diversity, inclusion, and staff wellbeing to ensure a positive, safe, and supportive working environment.</p> <p>Actively contribute to organisational leadership forums, encouraging alignment and cooperation across Council departments.</p>
Programme Delivery – Biosecurity	<p>Lead the planning, coordination, and successful delivery of Council's biosecurity programmes to achieve measurable environmental outcomes.</p> <p>Ensure the Regional Pest Management Plan (RPMP) and other biosecurity obligations are implemented effectively, efficiently, and in accordance with the Biosecurity Act 1993.</p> <p>Manage complex, multi-stakeholder projects that integrate biodiversity protection, flood mitigation, and climate resilience outcomes.</p>

	<p>Ensure delivery approaches are practical, evidence-based, and informed by both scientific and mātauranga Māori perspectives.</p> <p>Monitor and evaluate programme performance, ensuring targets, budgets, and milestones are met.</p> <p>Lead reporting processes to Council, funders, and partners with transparent, outcome-focused information.</p> <p>Ensure all operational work (field activities, chemical use, pest control, planting) complies with health, safety, and environmental standards.</p>
Relationship Management and Stakeholder Engagement	<p>Build and sustain strong, trust-based relationships that support collaborative environmental delivery across the region.</p> <p>Engage proactively with iwi, hapū, and Māori organisations, supporting partnership approaches consistent with Te Tiriti o Waitangi.</p> <p>Develop and maintain productive relationships with key external stakeholders, including government agencies (MPI, DOC, MfE), regional councils, community groups, and landowners.</p> <p>Represent Council in regional and national working groups, advocating for West Coast perspectives and priorities.</p> <p>Lead consultation and communication processes to ensure stakeholders are well-informed, engaged, and contributing to outcomes.</p> <p>Ensure Council is seen as a credible, collaborative, and solutions-focused partner in environmental management.</p> <p>Resolve complex or contentious issues diplomatically, maintaining positive relationships and trust.</p>
Strategic Planning & Continuous Improvement	<p>Lead the review and implementation of the regions Pest Management Plan including community consultation and agency partnerships</p> <p>Contribute to the strategic direction and continuous improvement of WCRC's environmental programmes.</p> <p>Lead the preparation and review of strategic and operational plans for biosecurity</p> <p>Use monitoring data, performance reporting, and stakeholder feedback to identify emerging trends, risks, and opportunities.</p> <p>Develop adaptive management approaches that improve efficiency and environmental impact over time.</p> <p>Ensure integration of environmental delivery with Council's wider natural resource, flood protection, and community resilience objectives.</p> <p>Support funding proposals and external partnerships that enhance Council's delivery capacity and regional outcomes.</p> <p>Promote innovation, technology adoption, and knowledge sharing across the Environmental Science Group.</p>
Financial & Contract Management	<p>Ensure all financial and contractual activities are managed responsibly and deliver value for money.</p> <p>Manage operational budgets and expenditure within delegated authority.</p>

	<p>Oversee procurement processes in line with Council policy and public sector best practice.</p> <p>Ensure contractor performance, safety, and quality standards are met through robust monitoring and relationship management.</p> <p>Provide accurate, timely reporting on financial performance, variances, and project forecasts.</p> <p>Identify and implement efficiency gains and cost-saving opportunities without compromising quality or safety.</p> <p>Support grant and funding applications, ensuring compliance and effective delivery of externally funded projects.</p>
Health, Safety and Wellbeing	<p>Demonstrates a strong understanding of the Health and Safety at Work Act and adheres to Council's health, safety, and wellbeing policies and procedures. This includes:</p> <ul style="list-style-type: none"> • Promoting and maintaining safe work practices within the team, consistently leading by example. • Ensuring compliance with all reasonable health and safety policies and procedures issued by Council. • Taking reasonable care for your own health and safety and that of others, avoiding actions or omissions that could cause harm. • Following Council procedures, including proper use of personal protective equipment (PPE) and safety gear. • Promptly reporting all hazards, incidents, injuries, work-related illnesses, and near misses to support effective risk management. • Ensuring timely and accurate documentation of all health and safety events and taking appropriate corrective action. • Supporting internal audits, assessments, and incident investigations as required by the Health, Safety and Wellbeing team. • Attending mandatory health and safety training and maintaining current certifications. • Actively engaging in Council-wide health, safety, and wellbeing initiatives and continuous improvement efforts.
Organisational Contribution and Engagement	<p>Collaboration and Culture Engagement Foster a respectful, inclusive, and culturally aware work environment. Support diversity and inclusion initiatives and uphold the Council's obligations under the Treaty of Waitangi, Te Tiriti O Waitangi and the Treaty Settlement Act, including observing cultural protocols when engaging with Iwi/Hapū and other stakeholders.</p> <p>Emergency Management Participation Participate in civil defence and emergency management activities as required, contributing to the Council's statutory emergency preparedness and response obligations.</p> <p>Additional Responsibilities Undertake additional duties as reasonably required. Embrace change through continuous learning, setting personal development goals with your people leader, and staying open to feedback and innovation. Actively share knowledge, mentor colleagues, and contribute to cross-team collaboration to support organisational goals and enhance overall performance.</p>

FINANCIAL RESPONSIBILITIES

As per the Financial Delegations Register

FREEDOM TO ACT

Guidelines and support available to assist the job holder to make decisions e.g. policy documents, standard procedures, reference to Manager or senior employees.

Operates with a high degree of autonomy within approved budgets, strategic plans, and Council policy.

Provides authoritative advice on environmental delivery matters to management, Council, and external partners.

WORK COMPLEXITY

Most challenging duties typically undertaken:

The role requires balancing strategic oversight with operational delivery, managing multiple stakeholders, budgets, and complex environmental programmes.

Success relies on sound judgement, adaptability, and strong leadership across diverse technical and cultural contexts.

PERSON SPECIFICATION

QUALIFICATIONS <i>(or equivalent level of learning)</i>	Essential	Desirable (for recruitment purposes only)
	<p>Recognised tertiary qualification in Environmental Science, Natural Resource Management, or equivalent.</p> <p>Full New Zealand driver's licence (regular travel across the West Coast region required).</p>	Postgraduate qualification preferred.
EXPERIENCE <i>(Indicate years of experience required as appropriate)</i>	<ul style="list-style-type: none">• Minimum 10 years' experience in biosecurity or environmental delivery roles, including 5 years in leadership.• Strong knowledge of the Biosecurity Act• Demonstrated success leading teams, managing budgets, and delivering programmes.• Experience working in partnership with iwi and integrating mātauranga Māori.• Proven representation in regional or national forums.	<p>Desirable to have experience in biosecurity or pest management</p> <p>Experience working in a regional or local council context.</p>
SKILLS/ATTRIBUTES/JOB SPECIFIC COMPETENCIES <i>(Typically, be expected for 100% fully effective in role)</i>	<ul style="list-style-type: none">• Proven leadership capability with the ability to motivate, coach, and develop multidisciplinary teams.• Builds trust through transparent communication, integrity, and consistent delivery on commitments.• Strong strategic and analytical thinker, able to interpret environmental, technical, and stakeholder information to guide decisions.• Advanced knowledge of biosecurity and biodiversity management, with an ability to apply both scientific, operational and mātauranga Māori perspectives.• Excellent communicator — able to engage confidently with iwi, landowners, agencies, and community groups, and present complex information clearly.• Skilled in managing budgets, contracts, and projects, with sound understanding of public-sector accountability and procurement principles.• Demonstrates cultural competence, collaboration, and respect for te ao Māori values and partnership under Te Tiriti o Waitangi.• Adaptable, resilient, and solutions-focused, with strong organisational and problem-solving skills.	

- Committed to continuous improvement, innovation, and achieving tangible environmental and community outcomes.

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.

Employee Name
Employee Job Title

Date

Approved: Manager Name
Manager Job Title

Date

Our Values:



Community first

We make decisions, and measure outcomes, based on how well they serve our community.



Acting with integrity

We do what's right, not what is easy, using good judgement, responsible actions and honest relationships.



Valuing each other

Empowering/enabling supporting each other to grow and succeed by valuing everyone and treating them with dignity and professionalism.



Leading the way

Achieving positive change for our organisation, our communities and our region by being proactive and performing to the highest standards.



Own it

We take responsibility for what we say and do; owning the things that go well, and those that don't by delivering on our promises and being accountable.