Position Description

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| Title: | Regional Veterinary Manager |
| Branch: | Disease Management |
| Reports to: | Team Manager, Disease Management |
| Location: | Multiple Locations |
| Approved by: | Chief Operations Officer and Head of Biosecurity New Zealand |
| Date: | June 2019 |

**Purpose of the position**

The Regional Veterinary Manager role is responsible for providing strong linkages between the National Control Centre Disease Management team and the field teams. Supporting the Regional Controller by providing technical advice, explanation and guidance about the Programme. This includes addressing short and longer term technical issues and risks by problem solving.

**Principal responsibilities/key result areas**

* Provide strong linkages between the National Control Centre Disease Management team and the field teams.
* Provide technical veterinary advice for the Regional Controller and functions within the Regional Coordination Centre (RCC) – Functions including, but not limited to: Cleaning & Disinfection (C&D), Depopulation, Organism Management (including ICP Managers), Operations, Logistics, Surveillance & Sampling, Acute Recovery Team, Human and Animal Welfare
* Provide technical advice & guidance for permitting enquiries
* Maintain a situational awareness of technical issues and risks and provide advice to the Regional Controller and Regional Operations Manager to progress/task
* Assist ICP managers as requested for assistance with problem solving, technical advice, animal welfare queries and liaison with processors
* Critical assessment and analysis including reality checking and approval of boundary reclassification/recovery plan requests prior to RCC Controller sign-off
* Farmer liaison (including on farm activities, i.e. on farm-cull & Sampling) at the request of Regional Controller or ICP’s when required
* Critical review and evaluation of procedures, guidelines and specifications as requested by National Coordination Centre (NCC) controller, operations, intelligence, surveillance, C&D, and permitting in order to improve their quality, accuracy and application
* Communicate by presentations and public speaking in a technical capacity when requested by RCC or NCC
* Communicate by presentations at Verification Services team meetings
* Liaise with the NCC Intelligence team to assist with review and evaluation of procedures, guidelines and specifications and to provide guidance about the application of these at the local level. Liaise between the NCC Intelligence team and the regional M. *bovis* and AsureQuality personnel
* Veterinary assessments in the field when required
* Liaison with meat processors, VS Liaison and MPI Verification Services when required

**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**

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| **Internal** | **Nature of the relationship** |
| **Team manager** | * Team Manager, Disease Management (L5) |
| **Other team members** | * Regional M. *bovis* staff; M. *bovis* RCC Technical |
| **Internal stakeholders** | * AsureQuality within the M. *bovis* programme, M. *bovis* Operations M. *bovis* VS-Liaison |
| **Other managers, teams within the M. *bovis*** **Directorate** | * Other managers, teams within the M. *bovis* Directorate - NCC Intelligence, NCC Surveillance, NCC Sampling, NCC Operations, NCC Recovery |

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| **External** | **Nature of the relationship** |
| **Field teams** | * Regional M. *bovis* staff; AsureQuality within the M. *bovis* programme * Farmers, private veterinarians |

**Dimensions of the position**

**Financial responsibility**

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| **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 his/her defined area of responsibility.

**Security Clearance**

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

**Education, skills and experience**

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| **Qualifications** | **Essential**   * Post-graduate degree in Veterinary Science or equivalent experience or PhD in Biological Sciences   **Desired**   * 6 - 8+ years veterinary experience |
| **Experience and knowledge** | **Essential**   * Experience with either production animal veterinary practice, or animal product processing or verification.   **Desired**   * Large animal experience in a clinical environment * Understanding of the farming sector * Understanding the meat processing |
| **Skills** | **Essential**   * Proven ability to effectively communicate across multiple stakeholders, both written and verbally * Ability to solve complex problems and navigate competing priorities |

**Capabilities**

| **COMMON CAPABILITIES – expected in all MPI roles** | |
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| Engaging *Te Whai Wāhitanga* | * Connects with others * Listens * Reads people and situations * Interacts appropriately in different situational/social/cultural settings * Communicates tactfully |
| Honest and Courageous *He Pono, He Māia* | * Shows courage * Shows decisiveness * Acts with integrity |
| Resilient *He Manawaroa* | * Is adaptable * Remains effective under pressure * Demonstrates composure |
| Results Focus *He Aro ki ngā Hua* | * Committed and tenacious * Focused on achieving |
| Self-Aware Learner *He Ākonga Kiri Mōhio* | * Seeks feedback on own performance * Self-assesses * Adapts approach * Shows commitment to development |
| Tikanga Māori  *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* | * 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   *Refer to relevant Career Pathway Māori Cultural Competency for role-specific expectations.* |

| **GENERAL CAPABILITIES** | |
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| **Communicates with Impact** | * Communicates clearly * Influences others * Communication achieves intended purpose |
| **Judgement and Decision-Making** | * 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 |
| **Strategic** | * Looks ahead * Considers the big picture and the detail * Progresses current thinking |
| **Works Collaboratively** | * Understands the context * Focuses on priority work * Shares information * Builds trust with other teams/groups * Works across boundaries * Supports others to succeed |

| **RESPONSE CAPABILITIES-for all staff who are involved in responses** | |
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| **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 |