

Principal Biosecurity Advisor

Horopaki | Context

Kaunihera Taiao ki Waitaha | Canterbury Regional Council, also known as Environment Canterbury, is the Regional Council for the largest region in Aotearoa/New Zealand, covering an area of 44,500 square kilometres, with a population of approximately 700,000.

As a regional council, we are responsible for managing natural resources including air, soil, water and land. We work in partnership with mana whenua Ngāi Tahu to protect the health of our environment to ensure a sustainable and prosperous future for our region.

The region's evolving environmental and political context means we will continue to be agile and adaptive, as we respond to regulatory and environmental changes.

Our mahi (work) is organised around the delivery of our three core services:

- Environmental Regulation and Protection
- Community Preparedness and Response to Hazards
- Public Transport

We are guided by our strategic drivers (pou):

- Putting the community and our customers at the heart of everything we do
- Growing our relationship with mana whenua into a true partnership
- Maturing our governance model and understanding of our political environment
- Removing pain for our people (and customers) by improving our systems and processes.

Our mahi is also underpinned by our values:

- Kaitiakitanga (stewardship)
- Pononga (integrity)
- Manaakitanga (people first)
- Whanaungatanga (collaboration)
- Māiatanga (can do).

Aronga | Purpose

To provide senior technical and strategic leadership for biosecurity across Canterbury. The role is responsible for overseeing and coordinating the regional biosecurity work programme, providing expert advice to leaders and decision makers, representing the organisation on biosecurity matters, and ensuring statutory obligations under the Biosecurity Act are met.

The position acts as Environment Canterbury's principal source of biosecurity expertise and plays a key role in programme assurance, sector leadership and response readiness.

Ngā Haepapa | Accountabilities

Biosecurity Programme Leadership

- Lead the development, delivery and ongoing refinement of the Canterbury Biosecurity Work Programme in alignment with the Regional Pest Management Plan (RPMP), service plans and legislative requirements.
- Ensure biosecurity programmes deliver agreed priorities within available resources.
- Monitor performance, identify risks or emerging issues and recommend programme adjustments as required.
- Coordinate and provide high-quality reporting on biosecurity performance, outcomes and compliance.

Strategic and Technical Advice

- Act as the organisation's principal technical authority on biosecurity matters.
- Provide expert advice to managers, senior leaders, governance and partners on biosecurity strategy, legislative interpretation, best practice and emerging risks.
- Translate complex technical and legislative information into clear, practical advice to support informed decision-making.
- Act as the media spokesperson on Biosecurity matters for the organisation where required.

Legislative Stewardship

- Maintain strong knowledge of the Biosecurity Act, regulations and national policy direction.
- Advise on the implications of legislative or policy changes and contribute to submissions and consultation processes.
- Provide oversight of officer delegations, authorisations and staff competency requirements under the Biosecurity Act.

Sector Technical Leadership and Relationships

- Represent Environment Canterbury in national, regional and sector biosecurity forums (including Te Uru Kahika and inter-regional groups).
- Maintain strong working relationships with Ngāi Tahu, central government agencies, regional councils, research organisations, industry groups and community stakeholders.
- Share intelligence and insights to support coordinated and effective biosecurity responses.

Capability and Professional Leadership

- Provide mentoring, coaching and technical leadership to biosecurity staff.

- Support the development of consistent standards, procedures and professional practice across the biosecurity function.
- Act as an ambassador for Environment Canterbury's biosecurity work.

Biosecurity Response

- Take a lead technical role in preparedness, surveillance planning and response to new or emerging biosecurity incursions in Canterbury.
- Support coordinated biosecurity response activity across the organisation and with external partners.

Toitū Te Tiriti | Treaty Partner Excellence

- Deliver outcomes that underpin and give effect to achieving Ngāi Tahu cultural and environmental aspirations, including but not limited to, mahinga kai and revitalisation programmes.
- Connect with our Ngāi Tahu partner to ensure understanding of Ngāi Tahu aspirations and priorities so that there is genuine input and contribution, which can be considered in mahi programme development and prioritisation.
- Demonstrate openness and courageousness in approaching issues and in co-design of processes and systems, supporting thought leadership that can give effect to the progression of the partnership.
- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha/Canterbury and Te Rūnanga o Ngāi Tahu, to demonstrate our commitment to recognise and provide for the kaitiaki/responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision-making processes, effective engagement and development of existing working relationships.
- Support the organisation's cultural capability journey, leading by example and identifying clear priorities, expectations, and development opportunities for individual capability; planning and aligning work to support organisational cultural capability across all aspects of delivery.

Hauora me te Marutau | Health and Safety

The health, safety and wellbeing of our kaimahi and community is a priority for the Council, and we proactively implement robust health and safety practices. To meet our legal obligations you must:

- Understand the health and safety and risk obligations that rest with this position, and care for your own health, safety and wellbeing and that of others you may interact with.
- Ensure awareness of, and compliance with, legislative and operational standards, policies and guidelines, including the Council's code of conduct.

- Maintain an enquiring mind, undertake your own due diligence, and apply your knowledge of best practice to ensure a detailed understanding of any risks associated with this position.
- Ensure that relevant certifications are maintained, if applicable.

Hononga ā-Mahi | Working Relationships

Kai rō Kaunihera | Within the organisation

- Accountable to Team Leader Regional Biodiversity and Biosecurity for reporting and agreement on work priorities.
- Work collaboratively with the General Manager Catchment Implementation, Manager Biodiversity and Biosecurity, Biodiversity and Biosecurity Team Leaders and Biodiversity and Biosecurity Principals to make recommendations and provide expert technical advice to support work delivery.
- Close working relationships with Strategy kaimahi to collaborate on strategic matters relating to Biosecurity and ensuring alignment between Groups.

Kai waho i te Kaunihera | Outside the organisation

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha /Canterbury and Te Rūnanga o Ngāi Tahu.
- Demonstrate Council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.
- Builds and maintains strong collaborative relationships across central and regional government agencies, research organisations, primary industries, farmers' representative bodies, and community groups throughout Waitaha to enable coordinated action, shared responsibility, to mitigate risk and to enable effective delivery of biosecurity and land-use outcomes.

Ngā Herenga Motuhake | Special Conditions

As a regional council, we have a specific requirement to provide a civil defence function for Waitaha. Kaimahi are required to be available to assist, support or be associated, as reasonably required, with any Civil Defence emergency or any exercise organised in relation to this function.

Additionally, all kaimahi are expected to assist, support and respond, as reasonably required, to any event where the Business Continuity Plan is activated.

If required, all Biodiversity and Biosecurity kaimahi are expected to be reasonably available to assist with and support responses to pest incursions.

This role requires work outdoors in a range of weather conditions and terrains, including coastal, rivers, lakes and high country. Must maintain a level of fitness and mobility to work safely in these conditions.

From time to time, this role may require work outside of normal business hours and may involve travel and overnight stay.

Māngai Whakahaere | Delegations and Authorities

Where specified, this role has delegated authority to make decisions in accordance with Council-approved delegations, and authority for decision making in accordance with policies and guidelines for financial, people management and media-related activities.

Additional specific delegations may be given by the Chief Executive to the Chief People Officer on people and safety matters from time to time.

Ngā Āheitanga | Capabilities

Tohu Mātauranga | Qualifications

- A Bachelors degree in biosecurity, environmental science, natural resource management or a related discipline, or a tertiary qualification in a relevant field with an equivalent level of applied practical on the job experience.
- Project Management qualifications/experience desirable

Mātau ā-wheako | Experience

- A minimum of 10 years experience in biosecurity, pest management, or environmental management, including design and delivery of regional pest management plans, surveillance, and incursion response.
- Strong policy and regulatory expertise, including development of strategies, bylaws, and plans, with sound knowledge of relevant NZ legislation (e.g. Biosecurity Act, RMA) and experience advising senior leaders and elected members.
- Proven leadership and programme oversight, including leading complex work programmes, mentoring staff, and contributing to organisational direction, budgets, and business planning.
- Advanced stakeholder engagement skills, with demonstrated success working in partnership with iwi/hapū, central government agencies, industry groups, and communities.

- Strategic and analytical capability, including use of science, data, and systems thinking to inform long-term planning and decision-making in a public sector or regulatory environment.

Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the Technical Leader level sit beneath each of the following organisational competencies.

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| Customer Focus | Ensuring that the customer perspective is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the organisation. |
| Business Acumen | Using an understanding of the organisation's position to contribute to effective strategies and tactics by using economic, financial and industry information. Thinking from the ratepayers' perspective. |
| Achieving Outcomes | Translating strategic priorities into operational reality; aligning communication, accountabilities, resources, internal processes and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results. |
| Leading Change | Identifying and driving organisational and cultural changes needed to adapt strategically to changing demands, technology, and internal initiatives; using new approaches to improve results by transforming organisational culture, systems, or services. |
| Common Purpose | Working towards a compelling view of the future by engaging with the organisation's vision; understanding and aligning to the common purpose. |
| Building Capability | Attracting, developing, engaging, and retaining talented individuals allowing the organisation to meet current and future organisational challenges. Sharing authority, responsibilities and decision making to enable individuals to stretch their capabilities and accomplish strategic priorities. |

The above statements are intended to describe the general nature and level of work being performed; they are not an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time the incumbent will be required to accept and carry out other duties.

Band / Grade19

Position Code
OPERFDS.009

Last Updated
[April 2026]

I agree to undertake the responsibilities detailed in this job description:

Taking action together to shape a thriving and resilient Canterbury, now and for future generations.
Toitū te marae o Tāne, toitū te marae o Tangaroa, toitū te iwi.
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Ingoa | Name:

Waitohu | Signature:

Rā | Date Signed:

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