

# Job Description

Te whakatakotoranga tūranga

## Biosecurity Officer – Pest Plant Partnerships

### Pūtake Tūranga - Scope

To assist Northlanders to reduce the impact of introduced pests through council's biosecurity partnerships.

This role is focused on raising awareness of pest plant issues across Te Tai Tokerau and removing barriers to community action.

Activities will include developing and delivering engagement and education programmes to raise awareness of the issue, and developing and managing High Value Area, Community Pest Control Area and Biofund pest plant focused projects. It will also involve upskilling and training other Partnerships team members on pest plant identification and management.

This role contributes to the following council area of focus (community outcomes): enhancement of indigenous biodiversity and biosecurity, enduring relationships with tāngata whenua and efficient and effective service delivery.

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### Ngā Whainga - Key responsibilities

#### Community Involvement

Drive the overall strategy for raising awareness and removing barriers to action on pest plants across Te Tai Tokerau, through community partnerships and new initiatives to improve access to advice and resources.

In consultation with iwi, landowners and community groups, lead the development and management of community projects with a pest plant focus, through programs like the Council's Community Pest Control Area program and Biofund grants.

Liaise with the High Value Area working groups and community management committees and manage the pest plant components of the High Value Area projects and Tiakina Whangārei.

Support community groups to identify and access other funding streams and connect them with key contacts at other agencies.

Ensure land owners and community groups we support are aware of, and supported to meet their obligations under the Biosecurity Act 1993, the Hazardous Substances and New Organisms Act 1996, the Health & Safety at Work Act (2015) and other plans, policies and strategies. Identify gaps and develop or source guidance to assist groups to meet these requirements.

#### Education and Engagement

Develop resources, new initiatives and programmes to raise awareness of pest plants and their impacts to encourage community action and behaviour change. This will include multi-media campaigns as well as facilitating weed workshops and displays at events and shows.



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Work in partnership with the Education/Enviroschools team to build capacity to deliver school education programmes.

### **Relationship management**

Build, grow and maintain effective relationships with tāngata whenua, the Department of Conservation, District Councils, Ministry of Primary Industries, and other agencies to further pest plant objectives at a strategic level in Te Tai Tokerau, and work collaboratively to increase focus and resources for pest plant initiatives.

Work collaboratively with the High Value Area governance groups and operational committees to achieve the program's objectives, share ideas and initiatives between projects, and ensure governance expectations are met.

Engage with internal teams to raise awareness of pest plant issues and upskill team members to enable them to provide advice to landowners in their roles.

### **Contract management**

Coordinate, prepare and monitor pest management contracts to assist with the delivery of control work, education programmes, volunteer coordination, and awareness campaigns. Ensure that work output, quality, and public relations meets the standards required. Manage the contract coordinators for the High Value Areas in partnership with the community management committees. Ensure contactors are meeting expectations for health & safety processes and are compliant with other policy and regulations.

### **Data management, analysis and reporting**

Use existing databases to manage data, and identify and pursue opportunities to enhance data management and data sharing with other agencies and community groups.

Responsible for budget management for funded projects and pest plant component of the High Value Areas.

Lead the operational planning and reporting for pest plants partnership work. Ensure community project reporting requirements are met. Provide monthly reporting of work in progress and other reports as required.

### **Health and Safety**

Adhere to all safe working procedures and instructions, taking care of oneself and others. Having a commitment to health and safety as detailed in the NRC policies and guidelines, and as defined by the Health and Safety Legislation.

## **Tō Pukenga - About you**

### **Qualifications, skills and experience:**

- A relevant tertiary qualification in Biosecurity, Agriculture, Horticulture, Forestry or similar.
- Minimum five years' experience in similar roles and/or local government experience.
- Good pest plant identification and control knowledge.
- Experience in working with Iwi.
- Experience in working with community groups or similar.
- Have good computer literacy skills and experience in use of Microsoft applications especially Word, Excel and Outlook.
- Current Applied Growsafe Certificate.
- Current and Full Driver's Licence.



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### Personal attributes:

- Excellent relationship management skills - the ability to build and sustain positive and productive relationships.
- Ability to develop innovative solutions whilst maintaining continuity of service through setting of clear goals and targets.
- Proven ability to work under pressure and deliver high quality outcomes with a professional, courteous, and enthusiastic attitude, and a team player.
- Be well organised, physically fit and ability to work effectively with minimal supervision.
- Have sound oral and written communication skills, including report writing and effective inter-personal skills.
- Ability to handle confidential or controversial information with discretion and professionalism.
- Displays a continuous improvement mindset and looks for and accepts challenges, seizing opportunities.
- Display cultural empathy and awareness.
- Displays personal and professional integrity.
- Committed to H&S and organisational values.

### Other preferred attributes:

- Knowledge of Regional Council roles and responsibilities under the Local Government Act, the Biosecurity Act, the Hazardous Substances and New Organisms Act, the Soil Conservation and Rivers Control Act and the Resource Management Act.
- Familiar with the Tai Tokerau / Northland Region.

**Reports to:** Biosecurity Manager – Pest Plants  
**Group and Department:** Biosecurity  
**Location:** Whangārei  
**Date:** November 2025

### Declaration

*I have read and understood the contents of this Job Description.*

**Name:**

*(Please print full name)*

**Signature:**

**Date:**



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