

Biosecurity Officer - Marine

Pūtake Tūranga - Scope

To undertake the operational and administrative aspects of the main programmes of the work for the marine biosecurity team, including Dive Monitoring, Marine Pest Surveillance and Monitoring, and Compliance & Enforcement. Both office and field-based work are required in this role.

The role contributes to the council focus areas (community outcomes) of enhancement of indigenous biodiversity and biosecurity, enduring relationships with tangata whenua, and efficient and effective service delivery.

Ngā Whaingā - Key responsibilities

Dive Safety Officer

The Diving Safety Officer (DSO) is a leadership role responsible for all aspects of diving safety. This includes advising staff on diving policy, establishing safe diving practices in consultation with the Diving Safety Board (DSB), and ensuring all divers are adequately trained and certified. The DSO reviews reports on diving incidents and ensures that all divers are informed of procedures to avoid re-occurrence. They issue authorization to dive for NRC staff and visiting divers, maintaining a current list of authorized employees.

The DSO also conducts annual skills, emergency drills, and swim assessments, controls and organizes diving operations, and checks diving procedures either directly or through delegation to the Dive Coordinator. Additionally, the DSO sets safety procedures for current or new diving situations, maintains equipment in safe operating condition, and keeps records of diving activities, divers' qualifications, and equipment maintenance and servicing.

Marine Pest Surveillance and Monitoring

In this position, you will be delivering marine pest monitoring and control operations, aiming to meet the objectives outlined in the Regional Pest and Marine Pathway Management Plan. Your responsibilities will encompass hull surveillance, delimiting surveys and engage in the identification of marine organisms.

The role requires the candidate to maintain a high level of data recording for all projects and public reports to ensure transparency and accuracy of information. In this role, you will also be expected to control marine pests, carry out field trials, surveys, and monitoring activities to align with the Northland Regional Council's Regional Pest and Marine Pathway Management Plan. The Biosecurity Manager - Marine will assign other duties, ensuring a diverse and engaging set of tasks within this role.

Research and Innovation

Assist with relevant research and innovation projects for marine pest management. Maintain relationships with other regional councils, Ministry for Primary Industries, Department of Conservation and research providers (e.g., crown institutes, universities).

Compliance and Enforcement

Co-lead the compliance aspects of our programme, assist with investigations into marine pest-related incidents. Promote marine biosecurity with owners of vessels at risk of spreading marine pests (recreational and commercial). Issue enforcement notices or other enforcement actions as required.



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Advocacy and Education

Promote and encourage marine biosecurity best practice and awareness by coordinating behaviour change surveys and taking part in public education events including boat shows, workshops, school talks, and other community activities as appropriate.

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 degree in a relevant discipline such as marine ecology.
- Experience working on boats and/or SRL qualification (Skipper Restricted Limits)
- Have broad technical expertise, and experience, in scientific diving
- Be an active dive master or higher rating from an internationally recognised diver certifying agency
- Hold a current scientific diving certification of competence from Worksafe NZ
- Have engaged in sustained or successive scientific diving activities during the past two years
- Have at least 100 hours of underwater scientific diving experience.
- High standard of technical knowledge, and experience in marine pest management techniques
- Strong analytical skills, including analysis of spatial data and use of GIS.
- Strong verbal communication skills for a range of audiences including members of the public, industry representatives, scientists, and councillors.
- High proficiency in use of Microsoft applications Word, Excel and Outlook.
- Experience as a biosecurity warranted officer, or enforcement experience, would be an advantage.
- Current full drivers' licence.

Personal attributes

- Sound interest in the marine environment and its management.
- Love for diving and being in the water.
- Sound understanding of (or working towards) Māori culture.
- Be well organised, physically fit and able to work effectively with minimal supervision.
- Ability to handle a fast-paced workload and to work well under pressure.
- Ability to handle assertive or unhappy customers.
- Looks for and accepts challenges; seizing more opportunities than others.
- Committed to and actively work to continually improve yourself.
- Displays personal and professional integrity.
- Displays cultural empathy and awareness.
- Available to work outside normal working hours when required.

Reports to: Biosecurity Manager – Marine

Group and Department: Biosecurity

Location: Whangārei

Date: March 2026

Declaration

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

Name:

(Please print full name)



Signature:

Date:



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