

# Job Description

Te whakatakotoranga tūranga

## Biosecurity Officer – Pest Plants

### Pūtake Tūranga - Scope

To assist in the protection of Te Tai Tokerau from the detrimental effects of pest plants on native ecosystems, health and primary production. Activities will include control of priority pest plants, managing pest plant control contracts, enforcement of pest plant rules, education and workshops, and growing community awareness and capacity for pest plant control.

This role contributes directly to council's area of focus (community outcomes) by managing pest plants to protect native habitats and ecosystems, water quality and primary production.

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### Ngā Whainga - Key responsibilities

#### Pest plant eradication

Plan and undertake pest plant control for low incidence species to meet exclusion, eradication and progressive containment objectives in accordance with the Northland Regional Pest and Marine Pathway Management Plan. Develop and manage pest plant control contracts and associated contractor Health & Safety requirements, for exclusion, eradication and progressive containment species programmes. Undertake operational planning and reporting for assigned species. Ensure all data collected and entered into existing databases, and provide analysis and recommendations on courses of actions for key pest plant programmes.

#### Northland Regional Pest and Marine Pathways Plan rule enforcement

Ensure compliance with plan rules, including Good Neighbour rules and rules for land occupier led control, through site inspections, providing landowner and stakeholder advice and instruction, and enforcement action where necessary.

Inspection of retail and wholesale plant outlets annually for the presence of unwanted organisms and plants banned for sale and distribution under the National Accord and Northland Regional Pest and Marine Pathways Management Plan.

#### Community advice, support, education & awareness

Undertake activities to help raise awareness of pest plant issues across Te Tai Tokerau and remove barriers to community action. Provide pest plant identification and control advice. Support and develop community led plant pest control initiatives, in accordance with council policies and procedures. Participate in field days, shows, and school visits. Assist with Pest Plant Environment Fund and Community Pest Control Area (CPCA) enquiries and applications.

Interpret legislation and Plans and advise industry, community and land occupier groups on their obligations under the Biosecurity Act 1993, the Hazardous Substances and New Organisms Act 1996, and under other Northland Regional Council plans, policies and strategies.



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## Relationship Management

Build, grow and maintain effective relationships with tangata whenua, the Department of Conservation, District Council, community groups and other agencies to enable collaboration on pest plant initiatives and build support for increased focus and resources for pest plant issues.

## 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.
- 5 plus years in a role of relevance.
- Previous experience in regional council or other pest management work.
- Strong understanding of weed management principles, methods and weed identification.
- Experience in working with community groups or similar.
- Good computer literacy skills especially Word, Excel and Outlook and experience using GIS tools.
- Current Standard Growsafe Certificate and experience in the handling and use of agrichemicals.

## Personal attributes

- Excellent relationship management skills; able to build and sustain positive and productive relationships.
- Adaptable attitude and an ability to learn and carry out a variety of tasks using a range of skills.
- Well organised, and able to work effectively with minimal supervision.
- Physically fit for field based work
- Sound oral and written communication skills, including report writing and effective inter-personal skills.
- Able 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.
- Able to handle confidential or controversial information with discretion and professionalism.
- Displays a continuous improvement mindset and looks for and accepts challenges, seizing opportunities.
- Displays cultural empathy and awareness.
- Displays personal and professional integrity.
- Committed to H&S and organisational values.

**Reports to:** Biosecurity Manager – Pest Plants  
**Group and Department:** Biosecurity – Pest Plants  
**Location:** Waipapa  
**Date:** October 2025

## Declaration

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



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Name:

(Please print full name)

Signature:

Date:



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