

Biosecurity Team Support / Procurement

Pūtake Tūranga - Scope

To provide team support, procurement and logistics duties for the Biosecurity team.

This role contributes directly to council's area of focus by the enhancement of indigenous biodiversity and biosecurity, building enduring relationships with tangata whenua and efficient and effective service delivery.

Ngā Whainga - Key responsibilities

Procurement Services

The primary responsibility of this role is to provide procurement and logistics support to the Biosecurity team. This involves tasks such as (but not restricted to) raising purchase orders, ordering stock, maintaining stock ordering and transfer systems, and ensuring the storage and supply of materials to customers is undertaken in a timely and efficient manner.

In addition, to help support and coordinate a range of biosecurity activities which deliver councils Regional Pest Management Plan and promote responsible biosecurity practices.

Team Support

Provide quality support to Biosecurity staff via administration, secretarial and logistics support etc. For example ensuring accommodation, travel and event bookings are met in a timely manner and assistance is provided to staff to manage council wide processes.

Assist with public enquires, pest control equipment sales, public events, workshops, shows and other projects/initiatives as requested.

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:

- Minimum two years' experience in similar role and/or local government experience.
- Computer literate with Microsoft suite of programmes, and other software relating to procurement.
- Experience in procurement and management of materials and supplies.

Personal attributes

- Delivers positive organisational skills when working with all kinds of people and is able build constructive and effective relationships.
- Proven ability to deliver high quality outcomes with a professional, courteous, and enthusiastic attitude.
- Excellent organisational skills and ability to work with a high level of accuracy.
- Looks for and accepts challenges, seizing more opportunities than others.



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- Displays cultural empathy and awareness.
- Displays personal and professional integrity.
- Committed to H&S and organisational values.

Reports to: Biosecurity Manager
Group and Department: Biosecurity - Partnerships
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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