



Position Description

Title:	Veterinary Technical Supervisor, Reliever
Directorate:	Verification Services
Reports to:	Team Manager Establishment
Location:	Establishment based (Various)
Direct reports:	N/A
Band:	6 (Verifier Salary Ranges)
Approved by:	Director Verification Services
Date:	June 2021

Let us introduce ourselves...

Ko wai mātou

[New Zealand Public Service Commission](#)

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianeī, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

[Ministry for Primary Industries \(MPI\)](#)

The Ministry for Primary Industries works to safeguard New Zealanders' way of life well in the future. To ensure this, we have a vision where New Zealand is the world's most sustainable provider of high-value food and primary products. Our organisational strategy sets the direction we need to take to achieve this vision and ensure the success of the food and primary industries for the benefit of all New Zealanders. For more information on our current strategy, see [Our Strategy](#).

As we deliver on our key outcomes of Prosperity (Tōnuitanga), Sustainability (Kauneke Tauwhiro), Protection (Whakangūngū), and Visible Leadership (Ngā Manukura), as a team we work hard to deliver for New Zealand. We always strive to achieve on our four working styles – open, agile, engaging and proactive.

Our commitment to Diversity and Inclusion

To mātou kaingākau mo ngā rerekētanga me te tāpītītanga

At MPI we *respect* the individual and want everyone to feel they can bring their whole selves to work every day. For more information on what Diversity and Inclusion looks and feels like at MPI, refer to - [Our Diversity and Inclusion](#).

The Verification Services Directorate

Verification Services (VS) within NZ Food Safety, core purpose is to deliver independent, cost effective and high-quality verification, certification, inspection, and clearance programmes that ensure all relevant regulatory requirements are met. Our people deliver a world-class, efficient, and cost-effective service to a broad range of animal product industries and sectors and facilitate not only food safety but biosecurity and market access for animals and animal product exports.

What is the purpose of this position?

Te whaingā poto o tēnei tūranga

The purpose of this position is to manage the verification that confirms food safety objectives, market access and Biosecurity requirements have been met at the establishment thereby permitting the issue of official assurances.

General

Ngā korero Whānui

- Respond to the changing needs of the Ministry for Primary Industries (MPI), performing other tasks as reasonably required.
- Participate in responses (using the New Zealand Coordinated Incident Management System) if required and support others to participate in response as required.
- Maintain a strict sense of professional ethics, maintain confidentiality and privacy, and abide by MPI's Code of Conduct.

This position description is not intended to be an exhaustive list of tasks, but to act as guide as to the main duties and responsibilities of the position. Its content will be subject to regular review in conjunction with the job holder.

The VTS1 requires sufficient experience in processing and industry standards management and to operate in a professional and confident manner.

The position requires the VTS1 to lead and where necessary coordinate verification activities over a varied range of animal products

The VTS1 is required to manage the key primary relationship with operator and act as a conduit between operators and MPI.

Our Values:



Value People – Value Our Work – *we respect each other and recognise our worth*

At MPI we need to support each other, value each other and recognise the work that we all do to achieve *Our Vision* of Growing and Protecting New Zealand.



Work Together – Build Partnerships – *we connect with our people and our partners*

By forging strong relationships across MPI and with our partner organisations, we will strengthen our ability to achieve *Our Vision* of Growing and Protecting New Zealand.



Give Responsibility – Take Responsibility – *we trust each other to step up*

We work at our best when we have clear parameters and autonomy to act within them. Managers need to set those parameters with their team members and help staff to take responsibility.

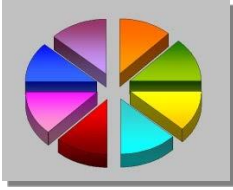


Act with Purpose – Achieve Results – *we get the job done for New Zealand*

We will be clear about what we need to do to achieve *Our Vision* of Growing and Protecting New Zealand.

Accountabilities

Professional accountability







- *Accept accountability for decisions and actions taken in discharging the legal powers and duties as specified in the relevant Acts:*
 - **Biosecurity Act**
 - **Animal Products Act**
 - **Animal Welfare Act**
 - **Food Act**
- *Maintain veterinary registration.*
- *Maintain relevant recognition and authorities*


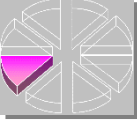
Premises Responsibility

- *Ensure that official assurances for product derived from the premises are valid and will withstand third party audit*
- *Ensure efficient use of hours and resources to ensure the premises workload is within agreed parameters*
- *Organise premises workloads to enable the completion of routine tasks within organisational requirements*
- *Take accountability for, facilitate and attend all internal, external and market access reviews, and ensure resolution of review findings*
- *For the premises, implement an effective issue management process to verify that timely corrective and preventive actions, including product disposition, are completed by the operator*
- *Analyze and report on findings to facilitate improvement in compliance by the operator and sectors and act as a conduit between the operator and MPI, and to provide “intelligence” on operator control to accountable verifier and line manager.*
- *Make a step change in line with the Government’s Business Growth Agenda by enabling operators to innovate by coordinating the premises team to*
 - *Enable the operator to readily develop opportunities as they arise*
 - *Improve the communication of standards and how they are applied*
- *Assess and determine the suitability of the operation for new initiatives*
- *Recognise shared workloads, use initiative in completing routine tasks and accept instructions.*

What is the purpose of this position? Te whaingā poto o tēnei tūranga

Responsibilities/Key Result Areas	How achieved/objectives	Measures/Assessment of Performance
Verification Outputs		
1. Verification (process) 	<ul style="list-style-type: none"> Follow audit principles and organisational procedures. In conjunction with the SV, manage the verification programme, including apportioning tasks and completion of reports Ensure tasks are completed within PBV period to allow report preparation. Track and follow up issues where the verifier has primary responsibility Be actively involved in planning, including scope setting, targeted verifications and confirmation of operator control and implementation of specifications 	<p>The item indicated in bold is the primary measure or assessment of performance and the others are indicators of performance</p> <p>Technical Performance Assessment</p> <p>Calibration</p> <p>Technical Review</p>
2. Verification (delivery) 	<ul style="list-style-type: none"> Carry out verification activities and interventions at an appropriate level and intensity. Fairly represent and communicate operator performance. Report any identified deficiencies. Ensure reasonable consistency between local decision making and findings from third party audits Act as the lead auditor for the minimum number of verifications per annum, as required by the organisation. Accept accountability for other premises (i.e. act as SV) for a period while the SV is on leave Perform the assigned portion of visits to other premises. Provide sufficient evidence to support decision making and provide “intelligence” on operator control Conduct audits – perform audit tasks to a report standard including decision making and follow up of issues raised In conjunction with the SV undertake management of the assigned off site verification programme(s). 	<p>Calibration</p> <p>Technical Performance Assessment</p> <p>Technical Review</p>
3. Market Access		
Market Access Activities 	<ul style="list-style-type: none"> Carry out assigned mandated activities necessary to maintain continued market eligibility. Ensure operator compliance supports official assurances. Ensure sufficient verification and/or supporting documentation to support official assurances. Identify and control product which may not substantially comply with Market Access Requirements (including New Zealand requirements) 	<p>Calibration</p> <p>Technical Review</p>

Responsibilities/Key Result Areas	How achieved/objectives	Measures/Assessment of Performance
Importation	<ul style="list-style-type: none"> • <i>Ensure that imported animals and germplasm meet relevant requirements before they are released or moved to containment</i> 	Technical Review Calibration
Certification	<ul style="list-style-type: none"> • Issue Animal Welfare Export Certificates, official assurances, eligibility documents, Ecert Health Certificates and paper export health certificates • Issue official assurances in conformance with principles of the Code of Professional Conduct and in compliance with the organisation's procedures • Maintain up to date knowledge of the Official Assurance Programme and developments in Electronic Certification 	Audit of Export Certificates and AWECs Calibration
Animal Welfare	<ul style="list-style-type: none"> • Conduct animal welfare duties for yards and transport: investigation, education and/or referral to MPI Investigations, Readiness and Response (IRR) Branch • Meet the requirements and accountabilities as an Animal Welfare Inspector as defined under the Animal Welfare Act • Carry out investigations into potential breaches of animal welfare as per the Branch's documented procedures • Ensure sufficient verification and/or supporting documentation to support Animal Welfare Export Certificates. 	Technical Review Calibration
4 Business Application		
Administration 	<ul style="list-style-type: none"> • Maintain a robust verification trail associated with core functions listed above (records and reports) • Accurately input time, expense and cost recovery information into relevant MPI systems • Where assigned areas of responsibility, ensure local quality systems are maintained and updated, including VOL local procedures 	Calibration
Information Management	<ul style="list-style-type: none"> • Identify, prioritise and action information required to perform core functions of verification, certification and regulated control schemes as they pertain to the premises • Keep suitable records of all activities for the appropriate time, including records of all correspondence • Maintain documents and records as required for Recognised Agency status • Maintain knowledge in areas of responsibility 	Calibration

Responsibilities/Key Result Areas	How achieved/objectives	Measures/Assessment of Performance
Corporate Citizenship	<ul style="list-style-type: none"> • Operate in accordance with the Director General's requirements and MPI's obligations under the State Sector Act 1988, Public Finance Act 1989 and Public Records Act 2005 • Demonstrates familiarity and compliance with organisational business rules. • Ensure a good knowledge of the Treaty of Waitangi and an understanding of its implications for MPI's businesses • Promote Occupational Safety and Wellbeing (OSW) Policies and Practices • Support an environment and culture within the team ensuring staff are protected and work in a safe and healthy workplace • Provide visible promotion and leadership support for MPI's OSW policies and practices • Proactively support and encourage others to share responsibility for health and safety. 	Manager Assessment Calibration
5. Organisational Engagement		
Verification Branch Contribution 	<ul style="list-style-type: none"> • Model expected MPI behaviours by demonstrating the MPI Values • Contribute positively to local and wider regional and national teams • Proactively take on challenges, demonstrate initiative and flexibility, and add value • An individual can be expected to complete tasks they are reasonably asked to do, where they have the capability and capacity. 	Manager Assessment Calibration
6. Relationships		
	<ul style="list-style-type: none"> • Develop and maintain relationships based on mutual, respect and support. • Provide timely and accurate communication to interested parties based on good research and understanding of the audience's needs • Communicate regularly and effectively to achieve positive outcomes • Foster collegial relationships with VS peers and managers – show a willingness to engage • Develop and maintain a professional relationship with external parties. • Give and receive feedback in an open-minded manner 	Manager Assessment Calibration Stakeholder Survey

Responsibilities/Key Result Areas	How achieved/objectives	Measures/Assessment of Performance
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7. Effective Teamwork



- Actively engage in decision making and collective management of the verification programme and management of issues
- Participate in regular feedback and calibration with team members.
- Demonstrate collegiality by freely sharing information and best practice and actively utilising the strengths of all team members
- Participate in planning and management of team strategy and workload
- Contribute to effective teamwork by appropriate actions and constructive lines of communication

Manager Assessment

Calibration

8. Professional Development



- Demonstrate personal ownership and management of post warranting plans, where appropriate
- Accept personal responsibility for maintaining technical knowledge and competencies necessary for renewal of recognition and authorities
- Achieve the organisation's learning requirements including those required for professional registration.
- Take on specific project work as opportunities present themselves. Fully engage in achieving successful outputs
- Engage and participate in the PEP process including appropriate responses and follow up to positive and negative feedback and completion of the development plan, where appropriate
- Look for opportunities for personal growth and development; seek out knowledge in unfamiliar work-related programmes, processes and sectors.
- Pursue interests independently without prompting, seek out calibration with colleagues

Manager Assessment

E-learning

Key Relationships

Internal	Nature of the relationship
<i>Manager</i> <i>Other team members</i> <i>MPI Managers & Staff</i> <i>Technical Specialist</i> <i>Verification Branch Staff</i> <i>Veterinary Technical Supervisor - VTS2(s)</i> <i>Internal Auditors</i> <i>Other MPI business groups</i>	<ul style="list-style-type: none"> • For guidance, training, support and advice • <i>To share information, seek and provide assistance, and discuss technical issues</i> • For training, guidance, support and advice and to report progress, and identified issues
External	Nature of the relationship
<i>Suppliers</i> <i>Premises management and staff</i> <i>AsureQuality management and staff</i> <i>Primary sector</i> <i>External auditors</i> <i>The public</i> <i>Practice Veterinarians</i>	

Dimensions of the position

Ngā ahuatanga o tēnei turanga

FINANCIAL

Payroll:	N/A
Other operating budget:	N/A
Capital:	N/A
Revenue:	N/A

FREEDOM TO ACT

The levels and areas of discretion given to this position include:

- Officer under the Animal Products Act, Food Act, HSNO Act, Animal Welfare Act and Biosecurity Act
- Completion of Regulatory control scheme responsibilities as necessary
- Planning and prioritising work to meet the core objectives
- Proactively taking steps required to resolve any issues in areas of responsibility
- Proactively initiating research into new issues to support operational systems and/or improvements in efficiency or effectiveness in areas of responsibility.

SECURITY CLEARANCE

To fulfil the requirement of this position a security clearance classification to the following level is required:	Criminal Conviction Check
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Who are we looking for?

Ko te tangata mo tēnei tūranga?

Education, skill, general knowledge and experience	What aspect of your job requires this?	Essential/Desirable
Qualified and registered Veterinarian	All Aspects of the Rol	Essential
Completion of: <ul style="list-style-type: none"> • MPI VS induction training programme • and practical training in VS activities; • Auditing skills training course; • Certification ethics and skills course • Sector specific training 	All Aspects of the Role	Essential
Knowledge of the principles and practices associated with HACCP, Quality Assurance systems, Risk Management Systems	All Aspects of the Role	Essential
Demonstrated competence in verification principles	All Aspects of the Role	Essential
Verbal and written skills, verbal and analytical reasoning skills	All Aspects of the Role	Essential
Integrity and trust, ethics and values, resilience, adaptability and openness	All Aspects of the Role	Essential

Persuading and influencing, team work, planning and organising	All Aspects of the Role	Essential
Computer literacy – can operate standard and customised software to an acceptable standard e.g. word-processing, excel, internet, email, database, secure sites, electronic certification, residues etc	All Aspects of the Role	Essential
An understanding of basic food technology	All Aspects of the Role	Desireable

Capabilities Ngā taumata mātou

COMMON CAPABILITIES – expected in all MPI roles	
Engaging <i>Te Whai Wāhitanga</i>	Displays strong interpersonal skills; connects with people; is sensitive to social/cultural norms; builds trust and is someone that people want to work with
Honest and Courageous <i>He Pono, He Māia</i>	Acts honestly; addresses difficult issues; does the right thing; able to make unpopular decisions and follow through.
Resilient <i>He Manawaroa</i>	Shows composure and a sense of perspective in demanding or pressured situations; adapts to change.
Results Focus <i>He Aro ki ngā Hua</i>	Demonstrates commitment, focus, and optimism to make things happen and deliver ambitious outcomes.
Self-Aware Learner <i>He Ākongā Kiri Mōhio</i>	Shows commitment to growing self-awareness, continual development and adapting to change to strengthen personal capability over time and optimise effectiveness with different situations and people.
Tikanga Māori	Honours Māori culture; draws on that culture to enrich one's work and engage with Te Iwi Māori; recognises obligation under the Treaty of Waitangi for the Crown and Māori to act in partnership.

Role Specific Competencies	
Competency	Skilled Behavioural Examples
Decision Quality	Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
Time Management	Uses their time effectively and efficiently; values time; concentrates their efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Planning	Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignment; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
Conflict Management	Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can hammer out tough agreements and settle disputes equitably; can find common ground and get cooperation with minimum noise.
Informing	Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit and/or the organisation; provides individuals information so that they can make accurate decisions; is timely with information.

Composure	Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.
Peer Relationships	Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is co-operative; easily gains trust and support of peers; encourages collaboration; can be candid with peers.
Learning on the Fly	Learns quickly when facing new problems; a relentless and versatile learner; open to change; analyses both successes and failures for clues to improvement; experiments and will try anything to find solutions; enjoys the challenge of unfamiliar tasks; quickly grasps the essence and the underlying structure of anything.
