Position Description

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| Title:  | Senior Adviser |
| Business Unit: | New Zealand Food Safety |
| Directorate: | Food Regulation |
| Reports to: | Team Manager (one of five in the Directorate) |
| Location: | Wellington |
| Approved by:  | Paul Dansted, Director Food Regulation |
| Date: | September 2022 |

 **Let us introduce ourselves**

**Ko wai mātou**

[**New Zealand Public Service Commission**](https://www.publicservice.govt.nz/)

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa

i āianei, 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)**](https://www.mpi.govt.nz/)

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](https://www.mpi.govt.nz/about-us/our-strategy/).

As we deliver on our key outcomes of Prosperity (Tōnuitanga), Sustainability (Kauneke Tauwhiro), Protection (Whakangungu), and Visible Leadership (Ngā Manukura), we work hard to deliver for New Zealand. Using our key working styles, we always strive to be open, agile, engaging and proactive.

**Our commitment to Diversity and Inclusion**

***To mātou kaingākau mo ngā rerekētanga me te tāpititanga***

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](https://www.mpi.govt.nz/about-us/careers/working-here/diversity-and-inclusion/)

# Purpose of the position

The Senior Adviser will focus on creating, maintaining, and improving the services and systems that food, animal products and wine businesses use to comply with the legislation in the New Zealand Food Safety System, and support the activities of the Food Regulation directorate.

Food safety regulation is changing - and not just in New Zealand. It is increasingly less about setting rigid rules, and more about creating systems and services that enable businesses to find their own ways to meet easy to understand food safety and suitability outcomes.

New Zealand food, animal products and wine businesses are diverse - not only in what they make or do and how they make or do it – but also in the value they derive from their food. This role focuses on finding new and better ways to regulate these businesses.

You’ll need the flexibility to adapt and develop as the environment evolves and to enjoy working in a dynamic environment.

# Principal responsibilities/key result areas

Specific responsibilities are expected to change over time and will be agreed with individuals through discussion with their manager and will depend on the individual skills and experience. Responsibilities of advisers in the Food Regulation directorate include:

* Assuring the integrity, safety and reputation of New Zealand’s food, through assisting in the development, review and implementation of:
	+ food safety and suitability standards (e.g., regulations and notices)
	+ risk-based measures (e.g., Food Control Plan (FCP)/ Wine Standards Management Plan (WSMP) / Risk Management Programme (RMP) / National Programmes (NP) / Regulated Control Schemes (RCS))
	+ implementation tools for businesses and recognised persons (e.g., codes of practice, models, templates, manuals, guidelines, checklists etc.)
	+ implementation tools for regulators (e.g., criteria for approval of risk-based measures and assessment of alternative standards and implementation proposals).
* Enabling market access for New Zealand’s food and animal products through contributing to the development and maintenance of regulatory and non-regulatory programmes for the production, processing and export of food.
* Contributing to partnering with stakeholders to facilitate innovative approaches, minimise compliance costs, enable growth of New Zealand’s exports and address emerging issues whilst maintaining food safety and suitability standards.
* Assuring the integrity, safety and reputation of New Zealand’s food and animal products by the provision of technical advice on standards, programmes, tools.
* Contributing to the international standard setting bodies and the alignment of standards with Australia by providing technical advice on standards, programmes and tools.
* Contributing to management of food incidents related to foods and animal products, as required.
* Leading and managing complex projects, including direction setting, planning, reporting, resourcing and co-ordination of other staff.
* Providing coaching and mentoring support to other staff.
* Taking the initiative and identifying new opportunities and collaborations that help achieve the team’s, and the Food Safety System’s, goals.
* Maintaining effective networks and managing (sometimes even difficult) relationships with other organisations, including Government agencies and businesses.
* Making tough decisions, balancing technical and non-technical issues.
* Providing high quality advice for use in development and implementation of food policy
* Contributing to priority setting, and the annual planning process.

**General**

Respond to the changing needs of the Ministry for Primary Industries (MPI), performing other tasks as reasonably required.

Maintain a strict sense of professional ethics, maintain confidentiality and privacy, and abide by MPI’s Code of Conduct.

Work in a safe way and take reasonable care to ensure that you do not adversely affect that health or safety of yourself or others.

Understand the risks involved with your work and the controls in place to manage these risks. Participate in H&S training and provide feedback to Health and Safety Representatives and/or management on HSW matters as required.

Ensure all incidents, including near misses are reported in MPI’s incident reporting system

Participate in responses (using the New Zealand Coordinated Incident Management System) if required and support others to participate in response as required.

*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.*

## Key relationships and stakeholders

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| **Internal**  | **Nature of the relationship**  |
| **Team Manager**  | Seek guidance on process, intellectual leadership, individual development and management supportSeek guidance and direction on delivery of work programme, key milestones, issues, risks and mitigationsProvide advice and guidance on tasks assigned. |
| **Other team members & other members of the Business Unit** | Collaborate on projects; share information, technical advice and practices, and coordinate across work programmesInfluence and persuade people to obtain agreement where there are conflicting interests.  |
| **Internal stakeholders**  | Communicate and consult on strategies and operations, as detailed in the work programme.Collaborate on organisational projects, share information, and practices and co-ordinate across work programmes. |
| **Response leaders and managers**  | Participate in responses, reporting to response line manager as detailed in response role descriptionCarry out all response activity based on MPI mandated processes and systems  |

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| **External**  | **Nature of the relationship**  |
| **New Zealand primary and food sector stakeholders:** * **food businesses**
* **recognised agencies and persons**
* **sector representative organisations**
 | Facilitate collaboration, build knowledge and capture sector/trade knowledge/information as inputs to work  |
| **Key local forums**  | Represent MPI to facilitate collaboration   |
| **Other Government agencies** | Identify new opportunities for learning and improvement for MPI services. To inform, share information, liaise on key matters, and represent interests of the Ministry including through collaborative projects or initiatives that support the team’s work, as agreed. |

**Dimensions of the position**

**Financial responsibility**

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| **MPI operating expenditure** | By agreement with your manager and in accordance with the annual budget. |
| **Non-departmental expenditure** | By agreement with your manager and in accordance with the annual budget. |
| **Capital expenditure** | By agreement with your manager and in accordance with the annual budget. |

**FREEDOM TO ACT**

* The authority to exercise Human Resource Delegations of Authority for non-managerial positions as detailed in the Human Resource Delegations of Authority.
* The ability to incur financial costs for non-managerial positions, as detailed in the Financial Delegations of Authority.
* Non-Departmental Financial delegations (as approved by the Minister from time to time for specific programmes).
* Expenditure within approved budget and delegated authority.
* Planning, prioritising and deploying all resources within his/her defined area of responsibility.

**SECURITY CLEARANCE**

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| **To fulfil the requirement of this position a security clearance classification to the following level is required:** | Criminal Conviction Check; |

## Education, skills and experience

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| **Qualifications**  | **Essential** * NCEA Level 3 or equivalent

 **Desired** * Relevant tertiary qualification or equivalent experience
* Post graduate qualification or equivalent experience are desired for Senior roles
* Food technology, microbiology or veterinary degrees preferred
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| **Experience and knowledge**  | **Essential** * Proven experience in gathering, organising, analysing, summarising and communicating information.
* Proven track record of building relationships and gaining the support and participation of others
* Experience in formulating advice on change initiatives, including assessments of benefits and cost of potential options.
* Proven track record in summarising and presenting complex information in a way that it can be easily understood by various internal and external audiences.
* Know and understand the primary sector and its contribution to the New Zealand economy
* Awareness of business and political drivers
* Knowledge and understanding of food legislation and regulation
* Technical knowledge of food safety, particularly HACCP, food and/or animal products processing practices
* Knowledge of trade in animal products, food, and their regulatory requirements
* Success in collaborating with others to achieve mutual outcomes.
* Ability to lead complex projects
* Experience in applying risk management frameworks
* Ability to quickly understand the nature of problems and identify a range of possible solutions (including their implications),
* Understanding organisational priorities, and work with leaders and managers to prioritise possible solutions Ability to persuade leaders and managers that problems require action.
* Experience in coaching and mentoring.

**Desired** * Familiarity with New Zealand’s regulatory systems and legislation associated with primary production and processing of animal products
* Knowledge of MPI business environment, its strategic priorities, strengths, and weaknesses
* Knowledge of current trends in the national and international food regulatory environment
* Ability to plan projects and deliver them on time, within agreed resources.
* Experience in the development of implementation tools (such as guidance documents and templates) to help implement standards
* Experience managing a number of projects or pieces of work at the same time.
* Experience of working to support public service organisations to meet their obligations under Te Tiriti o Waitangi
* Good understanding of the wider environment, including an appreciation of wider issues and institutional knowledge.
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| **Skills**  | **Essential** * Verbal communications and presentation skills
* Written communication skills
* Understanding of literature search / scientific processes
* Ability to plan and meet deadlines
* Ability to organise and run meetings or other forums
* Use of Microsoft Office.
* Ability to facilitate group working, and broker group decisions.
* Ability to use information to tell compelling stories.
* Ability to apply a high degree of independent initiative.
* Critical thinking and intellectual leadership.

 **Desired** * Experience in project management
* Experience in statistical analyses
* Know, understand and apply the concepts and practices of team leadership.
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## Capabilities

| **COMMON CAPABILITIES – expected in all MPI roles** |
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| Engaging*Te Whai Wāhitanga* | * Connects with others
* Listens
* Reads people and situations
* Interacts appropriately in different situational / social / cultural settings
* Communicates tactfully
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| Honest and Courageous*He Pono, He Māia* | * Shows courage
* Shows decisiveness
* Acts with integrity
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| Resilient*He Manawaroa* | * Is adaptable
* Remains effective under pressure
* Demonstrates composure
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| Results Focus*He Aro ki ngā Hua* | * Committed and tenacious
* Focused on achieving
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| Self-Aware Learner*He Ākonga Kiri Mōhio* | * Seeks feedback on own performance
* Self-assesses
* Adapts approach
* Shows commitment to development
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| Tikanga Māori*Tikanga: the dynamics of doing what is culturally appropriate so as to respect, and not transgress, the mana, integrity and honour of anyone in a given context; Māori: the indigenous people of the land* | * Applies Māori culture and language to work
* Draws on Māori culture to enrich one’s work
* Applies Māori knowledge and values within a government and Crown context

*Refer to relevant Career Pathway Māori Cultural Competency for role-specific expectations.* |

| **CAPABILITIES – specifically relevant to this role** |
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| **Works Collaboratively** | Understands wider context, focuses on organisational priorities, works across boundaries, shares information, and makes connections for better outcomes |
| **Communicates with Impact** | Communicates in a clear, persuasive and effective way.  |
| **Written Communication** | Produces high quality business documents whose style is appropriate and effective; whose content achieves the document's purpose; and which are formatted to professional standards. |
| **Inquiring and Analytical** | Shows curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives. |
| **Customer and Stakeholder connection** | Thinks from stakeholder / customer perspective, understands their interests and consults in order to achieve best outcomes |
| **Solves Problems** | Finds and implements effective solutions to problems. |
| **Innovation and Improvement** | Innovates and makes improvements to strengthen organisational performance |
| **Plans and Organises** | Plans, prioritises, and organises work of self / others; to deliver on short and long-term objectives across the breadth of their role without placing others under undue pressure. |
| **Quality Focus** | Produces work that is complete, accurate and meets quality standards. |
| **For Senior Role:** |  |
| **Strategic** | Thinks, plans, acts and engages others to consider broad context, future consequences, and multiple perspectives, in order to clarify the way forward. |
| **Judgement and Decision-Making** | Is astute; makes timely decisions that stand up to scrutiny; is comfortable proceeding when faced with uncertainty and incomplete data if circumstances demand it. |
| **Organisational/Political nous** | Shows awareness of organisational / sector / industry / government politics; navigates sensitive issues when engaging with different groups; influences others' views and priorities. |

| **GROUP-SPECIFIC / TECHNICAL CAPABILITIES FROM CAREER PATHWAYS** |
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| **Regulatory Craft** | * Managing our complex roles that include setting regulation, providing useful and relevant advice and education so regulated people understand how to achieve compliance, while maintaining sufficient distance and objectivity to be able to effectively respond to non-compliance.
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| **Customer-centricity** | * Ability to put yourself in the shoes of the people we are regulating and design/develop information, systems and processes that make it as easy as possible for them to achieve compliance.
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| **RESPONSE CAPABILITIES – for all staff who may be involved in a response** |
| **Dealing with ambiguity** | Comfortably handles unclear or unpredictable situations |
| **Accountability** | Accepts responsibility for one’s actions regardless of outcomes |
| **Professionalism** | Acts in accordance with job-related values, principles and standards |
| **Handling stress** | Manages pressure without getting upset, moody or anxious |
| **Integrity** | Acts honestly in accordance with moral or ethical principles |