

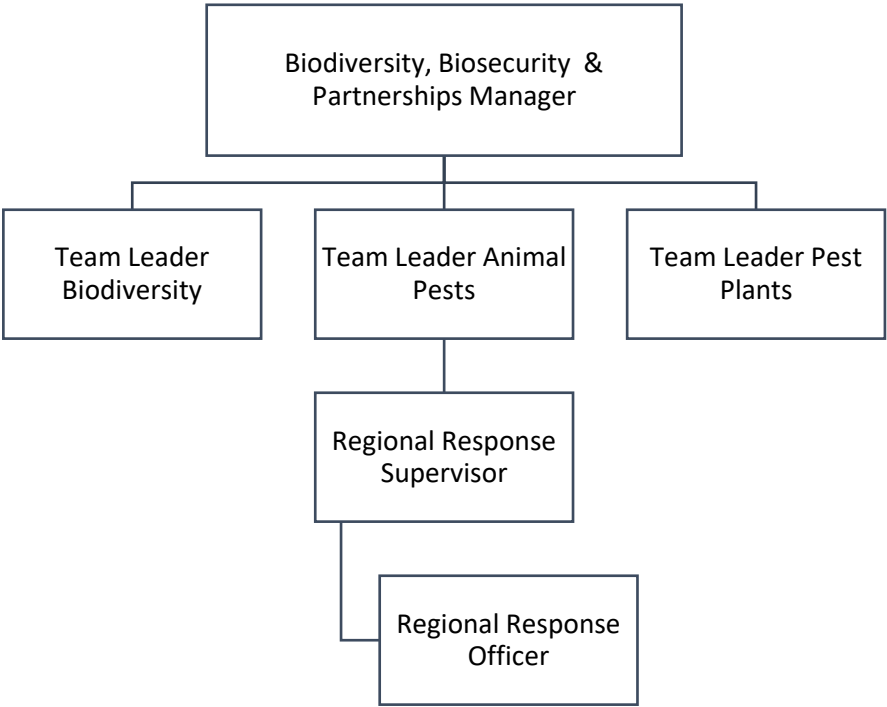
**JOB DESCRIPTION**

**Job Title:** Regional Response Officer | Āpiha Ururpare ā-Rohe  
**Work Unit:** Catchment Operations Group  
**Responsible to:** Team Leader Animal Pests

**Position purpose:** Deliver pest control programmes according to Horizons Regional Council protocols and operational plans issued by the supervisor.

**Salary:** \$54,284 (85%) - \$63,863 (100%)  
**Date:** March 2024

**ORGANISATIONAL CONTEXT**



## FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> <li>▪ Rural landowners</li> <li>▪ General public</li> <li>▪ Forest managers</li> <li>▪ Suppliers</li> <li>▪ Training providers – NZQA Unit Standards</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supervisor</li> <li>▪ Team Leaders</li> <li>▪ Other Horizons Regional Council Staff</li> </ul>

## KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
<b>Animal Pest Planning / Operations</b>	
<ul style="list-style-type: none"> <li>▪ Contribute to the planning of specified pest control programmes in a commercial environment.</li> <li>▪ Carry out delegated pest control tasks.</li> <li>▪ Record and maintain relevant operation related data with use of GPS or similar technologies.</li> <li>▪ Up and downloading of data between computer and handheld devices.</li> <li>▪ Negotiate with landowners on access, methods and workable timeframes.</li> <li>▪ Following Health and Safety regulations and use appropriate PPE.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Contributions to the planning of specified pest control programmes, operational and financial planning (as delegated) are completed in an accurate and timely manner.</li> <li>▪ Delegated pest control tasks are completed in an accurate and timely manner and in accordance with safe and accepted work practices and standards.</li> <li>▪ Operational data is supplied to the Regional Response Supervisor in an accurate and timely manner, (ie weekly reports, GPS data, timesheets, trap catch data, material usage and inventories etc).</li> </ul>
<b>Resources – plant, equipment, materials and administration</b>	
<ul style="list-style-type: none"> <li>▪ Maintain vehicles, plant, equipment and other materials.</li> <li>▪ Contribute to the monthly and post operational reports.</li> <li>▪ Ability to complete GPS data downloads and weekly reporting accurately.</li> <li>▪ Maintain records of vehicles, plant and equipment (e.g. running sheets).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Pest control materials are kept in a safe manner in accordance with regulations and HRC policies.</li> <li>▪ Vehicles, plant and equipment are maintained in a clean, tidy and safe working condition.</li> <li>▪ Records of vehicles, plant, equipment, time and other resources are timely and accurate.</li> <li>▪ Contributions to the monthly and post operational reports are timely and accurate.</li> </ul>
<b>Corporate Contribution</b>	
<ul style="list-style-type: none"> <li>▪ Maintain own professional development.</li> <li>▪ Undertake corporate Performance Development tasks/responsibilities.</li> <li>▪ Undertake Health and Safety tasks/responsibilities.</li> <li>▪ Participate in emergency management training and activities as required.</li> <li>▪ Participate and contribute to corporate projects and inter-departmental initiatives as agreed.</li> <li>▪ Maintain assigned equipment.</li> <li>▪ Fulfil administration-reporting requirements (e.g. timesheets, vouchers).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Appropriate training and development undertaken as agreed with the Chief Executive.</li> <li>▪ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes.</li> <li>▪ Contribution to projects and corporate initiatives is effective and valued.</li> <li>▪ Administration requirements are completed timely and accurately.</li> </ul>

## PERSON SPECIFICATION

### Qualifications

#### Essential

- A current Class 1 driver's licence
- Either hold or the ability to obtain a Controlled Substance licence and firearm licence
- Ability to reach compliance requirements within 3 months (e.g. NZQA Quads)

#### Desirable

- Industry based knowledge and experience
- Industry specific qualifications (e.g. NZDA or APDC)
- Motorbike licence
- D endorsement
- Possum monitoring certification or experience
- Growsafe certificate

### Knowledge/Experience

- Sound work history in the outdoors
- Have a sound understanding of relevant legislations and procedures
- Ability to work as part of a small team
- Ability to work autonomously to complete work required
- Computer literacy in required areas (Microsoft office)

## KEY JOB COMPETENCIES

#### Expert Knowledge

- GPS
- Bush craft
- Trapping skills
- Communication skills

#### Advanced Knowledge

- Time and project management
- Empathy with rural community
- Communication skills verbal and written

#### Working Knowledge

- Safe work practices
- Ability to work within budgets
- Experience in the use of off road vehicles

#### Awareness

- Sensitivity to differing cultural perspectives

# COMPETENCIES FOR PERFORMANCE DEVELOPMENT

## Customer Focus

- Commitment to meeting the needs of anyone they work for and with including colleagues

## Job Knowledge

- Have the knowledge and skills to perform the requirements of the position

## Communication

- Use written and verbal language and style appropriate to the audience and context

## Teamwork

- Work constructively with people as a team member to achieve a common goal

## Dependability and Commitment

- Reliable and dedicated to achieving results

## Continuous Improvement

- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

## Organising for Results

- Ensures work is completed effectively and within agreed deadlines

## PERSONAL ATTRIBUTES

- Excellent communication skills (verbal and written)
- A high standard of personal presentation
- Cheerful, approachable disposition with honesty and integrity a priority
- Able to relate to a wide range of people
- Have a positive approach to change by responding to changes in job demands and adapt new strategies.

## OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

## DECLARATION

*This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.*

### Horizons Regional Council Core Values

Values are the essence of this organisation's philosophy for achieving success. They are the bedrock of our culture and our view of how Horizons Regional Council staff should behave. They also provide us with a common direction and guidelines for day-to-day behaviour.

#### Professionalism

Professionalism at Horizons Regional Council is delivering what is promised in a skilled, timely and appropriate manner.

#### Teamwork

Teamwork at Horizons Regional Council is successfully achieving shared goals through dialogue, cooperation and respect for others.

#### Integrity

Integrity at Horizons Regional Council is being honest with others; respectful of their race, gender, age beliefs or values.

#### Self-Responsibility

Self-responsibility at Horizons is highly valued. All individuals are responsible for actively managing their own behaviour, learning, developing, and performing, including accepting responsibility for actions.

Approved: \_\_\_\_\_ (Manager) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Read and Understood: \_\_\_\_\_ (Incumbent) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_