

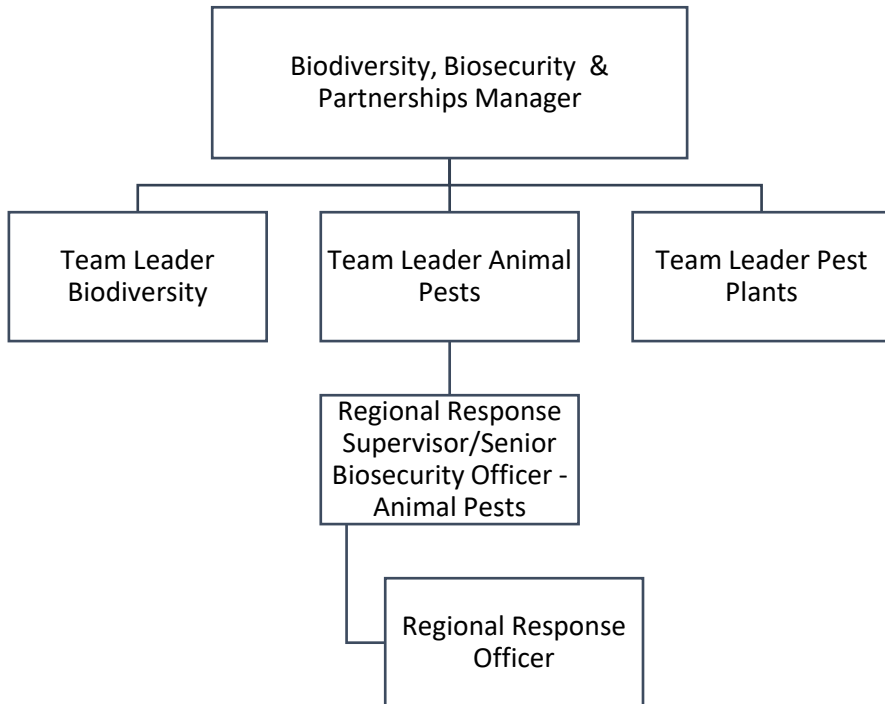
## JOB DESCRIPTION

**Job Title:** Regional Response Officer  
**Work Unit:** Regional Response - Biosecurity  
**Responsible to:** Regional Response Supervisor

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

**Salary:** \$60,252 (85%) - \$70,885 (100%)  
**Date:** February 2026

## ORGANISATIONAL CONTEXT



## FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> <li>▪ Land Owners</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/Senior Biosecurity Officer – Animal Pests</li> <li>▪ Team Leaders</li> <li>▪ Other Horizons Regional Council Staff</li> <li>▪ EMO's</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>▪ Build relationships and actively engage with landowners on Horizons' Possum Control Programme (PCO) including communicating and promoting programme information, responding to and providing advice on landowner queries and raising general pest management awareness.</li> <li>▪ Negotiate with landowners on access, methods and workable timeframes.</li> <li>▪ Acknowledging landowner concerns, responding or resolving minor concerns and escalating concerns to the Team Leader as appropriate.</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> <li>▪ Accurate, timely PCO information is provided to landowners and landowner queries are responded to effectively.</li> <li>▪ Landowners cooperate on property access.</li> <li>▪ Landowners support the PCO, recognise that pest management is a joint effort and understand the Programme benefits.</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> </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> </ul>

<ul style="list-style-type: none"> <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>▪ Contribution to projects and corporate initiatives is effective and valued.</li> <li>▪ Administration requirements are completed timely and accurately.</li> </ul>
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## **PERSON SPECIFICATION**

### **Qualifications**

#### **Essential**

- A current unencumbered Class 1 drivers 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 on your driver licence
- 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.*

## NGĀ UARA O NGĀ PAE | HORIZONS VALUES



### **Manaakitanga | We care for our places and make a positive difference**

We care for our communities and the region's environments. We care for current and future generations.

### **He kura te tangata | We treasure our people**

We look after each other, we uphold each other's mana; we use our different skills to support one another.

### **Mā rau ringa e tutuki ai | We succeed together**

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

### **Kia Mau Ki Te Tokanga Nui a Noho**

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

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