



JOB DESCRIPTION – BIOSECURITY MANAGER

Position	Biosecurity Manager
Reports to	Chief Executive
Direct Reports	Biosecurity support role, Biosecurity Consultant
Location	Wellington or Rotorua

PURPOSE OF THE ROLE

The role of Forest Biosecurity Manager is to provide forest industry expertise, leadership on all aspects of biosecurity, and support other staff and the wider industry as directed and to maintain key relationships across the New Zealand biosecurity system. An important component of the position is managing and administering specific biosecurity-related projects or programmes and reporting against these to the pan-industry funding body.

TASKS

The primary tasks are to:

- Lead and coordinate industry biosecurity readiness and response activities
- Contribute to maintaining the GIA (Government/Industry Agreement) cost-sharing and decision-sharing relationship to ensure that the forest sector derives maximum benefit, has a comprehensive understanding of the issues and meets its obligations
- Report on the progress and financial performance of pan-industry funding programmes to the Forest Growers Levy Trust and ensure funding support is appropriately acknowledged
- Provide oversight of the Forest Biosecurity Surveillance (FBS) Programme and input into review/redesign where required
- Lead industry input to the Forest Biosecurity Technical Steering Team (FBTST) to identify and implement biosecurity research priorities
- Liaise with the FOA Research Manager to finalise research proposals in accordance with established FOA and levy budgets
- Maintain ongoing liaison with contractors on operational matters to ensure the smooth roll out of the full FBS programme
- Maintain up-to-date knowledge on forest biosecurity and provide advice to industry where required
- Support the Forest Biosecurity Committee (FBC)
- Provide support to the Chief Executive and FBC Chair

- Liaise regularly with other relevant industry biosecurity managers and the biosecurity consultant (Bill Dyck)
- Lead development of industry policies, guidelines and standards
- Lead development of forest industry submissions on government biosecurity policies including amendments to the Biosecurity Act, MPI Import Health Standards, etc
- Lead forest industry input on relevant national committees – e.g., Biosecurity 2025, GERMAC, Nursery Biosecurity Standard Steering Committee, B3, GIA etc
- Other related tasks as required

KEY ACCOUNTABILITIES

- A current and relevant Forest Biosecurity Research Strategy
- A current and relevant annual work programme
- A cadre of research experts that provide independent advice to the FBC and Research Manager
- The forest growers biosecurity levy
- An effective Forest Biosecurity Committee
- An industry capability network
- Regular communication of aims and achievements to forest growers and levy payers utilising industry communication channels and in support of Communications Manager
- Expeditious advancement of GIA on biosecurity cost-sharing and decision-making with government on terms acceptable to industry
- Development and progress on appropriate operational agreements under GIA
- Alignment with STIMBR (Stakeholders in Methyl Bromide reduction)
- Contribute to organisation of the annual FOA/MPI conference

KEY RELATIONSHIPS

- Biosecurity Consultant (Bill Dyck)
- FBC Chair and FBC Committee Members
- FOA and FFA
- Forest Research Committee Chair and Research Manager (Russell Dale)
- Scion contractors and other research providers/consultants as required
- Contractors conducting the FBS Programme (SPS Biosecurity/Scion)
- Minister of Biosecurity and his/her office
- Biosecurity NZ
- GIA Secretariat
- Ministry of Business Innovation & Employment (MBIE)
- STIMBR Chair and Science Leader

- Forest nurseries
- GIA primary industry partners and secretariat
- Biological Heritage National Science Challenge

COMPETENCIES

- Technical and regulatory expertise and experience, preferably with a relevant tertiary qualification.
- Well-developed analytical skills
- Systematic management of information and effective communication with all key stakeholders.
- Defines objectives clearly, plans activities and projects well in advance and manages time effectively to achieve objectives within agreed timeframes and specifications.
- Strong oral and written communication skills
- High level of interpersonal and influencing skills
- Capable of balancing the demands of work life and personal life in a high-pressure environment while maintaining a positive outlook.