



## Position Description

<b>Title:</b>	Quarantine Officer /Detector Dog Handler
<b>Branch:</b>	Operations
<b>Reports to:</b>	Chief Officer
<b>Location:</b>	Auckland, Wellington, Christchurch, Dunedin, Queenstown
<b>Approved by:</b>	Manager North Passenger and Mail
<b>Date:</b>	July 2014

The appointed Dog Handler needs to be a warranted Quarantine Officer; therefore the following position description applies. Specific dog handling responsibilities are detailed in Appendix 1.

### **Purpose of the position**

MPI provides inspection and clearance services of incoming passengers, cargo and conveyances. This enables recognition of MPI as a trusted leader of fully integrated and adaptive Biosecurity systems that protect NZ's natural advantage by:

- Ensuring operational effectiveness through compliance with procedures, correct application of technical skills and maintenance of quality systems
- Enhancing client relations by presentation of MPI in a positive and professional manner without compromising Biosecurity standards
- Advocating and enhancing stakeholder and public Biosecurity compliance.

### **Principal responsibilities/key result areas**

- Biosecurity risk assessment
- Inspection, action, and reporting of Biosecurity risk goods
- Monitor and audit Biosecurity systems
- Designated Authorities
- Organisational responsibilities

RESPONSIBILITIES/ KEY RESULT AREAS	HOW ACHIEVED/OBJECTIVES
<b>Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>– Proactively share in the responsibility for the health and safety of self and others in the work environment</li> <li>– Conform to the Public Service and MPI Codes of Conduct</li> <li>– Proactively share in the responsibility of MPI quality systems</li> <li>– Acts as an advocate for MPI in the public arena</li> <li>– Support MPI's Biosecurity objectives through regulatory, compliance and enforcement activities under the Biosecurity Act 1993</li> </ul>
<b>Biosecurity Risk Assessment and Inspection (Intervention)</b>  - as appropriate to the worksite.	<u>RISK ASSESSMENT</u> <u>Mail</u> <ul style="list-style-type: none"> <li>– Interpret x-ray images of mail</li> <li>– Undertake mail risk assessment</li> <li>– Review mail declaration information</li> <li>– Utilise intelligence information</li> </ul> <u>Airports</u> <ul style="list-style-type: none"> <li>– Undertake passenger profiling/risk assessment/facilitation</li> <li>– Interpret x-ray images of baggage</li> <li>– Review aircraft clearance documentation</li> <li>– Utilise intelligence information</li> </ul> <u>Cargo</u> <ul style="list-style-type: none"> <li>– Undertake profiling/risk assessment of cargo and facilities</li> <li>– Screen import documentation</li> <li>– Utilise intelligence information</li> <li>– Interpret x-ray images of air freight and unaccompanied personal effects</li> </ul> <u>Vessels</u> <ul style="list-style-type: none"> <li>– Review vessel clearance documentation</li> <li>– Undertake passenger profiling / risk assessment</li> <li>– Utilise intelligence information</li> </ul> <u>INSPECTION</u> <u>Mail</u> <ul style="list-style-type: none"> <li>– Inspect mail</li> <li>– Locate and identify risk goods</li> <li>– Review clearance documentation</li> <li>– Inspect risk goods</li> </ul> <u>Airports</u> <ul style="list-style-type: none"> <li>– Inspect aircraft and stores</li> <li>– Inspect baggage, apply sampling techniques as required</li> </ul>

	<ul style="list-style-type: none"> <li>– Locate and identify risk goods</li> <li>– Review clearance documentation</li> <li>– Inspect risk goods</li> </ul> <p><u>Cargo</u></p> <ul style="list-style-type: none"> <li>– Review clearance documentation</li> <li>– Inspect commercial consignments/cargo and containers</li> <li>– Apply sampling techniques for fresh produce, forestry products and stored products</li> <li>– Locate and identify risk goods</li> <li>– Inspect risk goods</li> </ul> <p><u>Vessels</u></p> <ul style="list-style-type: none"> <li>– Inspect vessels/craft</li> <li>– Review clearance documentation</li> <li>– Inspect baggage</li> <li>– Locate and identify risk goods</li> <li>– Inspect risk goods</li> </ul>
<p><b>Action Biosecurity Risk Goods/ Reporting on Biosecurity Risk Goods (Mitigation)</b></p>	<ul style="list-style-type: none"> <li>– Determine action in accordance with, Legislation, Import Health Standards and Process Procedures</li> <li>– Direct actions for clearance / holding / treatment / destruction / reshipping risk goods, as required</li> <li>– Disinsect craft, as required, treat risk goods, or direction for treatment as required</li> <li>– Liaise with client or agent</li> <li>– Determine whether to penalise, prosecute or further investigate a non-compliance where appropriate</li> <li>– Recover costs, as appropriate</li> <li>– Capture and maintain relevant Biosecurity data</li> <li>– Report and analyse data as required for internal and external parties.</li> </ul>
<p><b>Monitor / Audit Biosecurity Systems (Verification)</b></p>	<ul style="list-style-type: none"> <li>– Monitor and audit against MPI standards/Quarantine systems:</li> <li>- Transitional Facilities /Treatment providers/ Internal systems and processes</li> <li>– Make recommendations to improve/direct facilities or systems to meet MPI standards</li> <li>– Liaise with Chief Officer/Manager regarding recommendations for site approval</li> <li>– Liaise with Chief Officer/Manager regarding suspension or recommended withdrawal of facility approval where appropriate</li> </ul>

## **General**

Respond to the changing needs of the Ministry, 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.

*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**

<b>Internal/External</b>
<ul style="list-style-type: none"><li>– MPI Staff</li><li>– Chief Officer/Manager</li><li>– Site managers and other MPI Area and Head office representatives</li><li>– General public</li><li>– Government agencies</li><li>– Port and Airport authorities</li><li>– Port and airport related organisations</li><li>– Airline managers and staff</li><li>– Shipping agents</li><li>– Customs agents</li><li>– Transitional facility Operators</li><li>– Containment facility Operators</li><li>– Commercial importers</li><li>– Accredited persons (Approved transitional facilities)</li></ul>

## **FINANCIAL RESPONSIBILITY**

<b>MPI operating expenditure</b>	N/A
<b>Non-departmental expenditure</b>	N/A
<b>Capital expenditure</b>	N/A

## **FREEDOM TO ACT**

- 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**

<b>To fulfil the requirement of this position a security clearance classification to the following level is required:</b>	Confidential
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## **DESIGNATED AUTHORITIES**

Management of inspections and clearances within the following:

- Biosecurity Act 1993
- ACVM Act 1997
- TIES Act 1989
- HSNO Act 1996

## **Education, skills and experience**

### **Essential**

- Warranted MPI Officer.
- Knowledge of the role MPI plays in protecting New Zealand's Biosecurity and the environment;
- A proven interest in agriculture/horticulture/forestry/biological or environmental sciences or Biosecurity;
- Holder of a current full licence for driving manual motor vehicles
- Full colour vision & meets the minimum requirement of N5 @40 cm;
- Good general physical health and fitness, agreeable to Hepatitis A/B vaccination if required;
- IT literacy and skills
- Completion of Validation Tests, and Field Reviews with assigned canine to the required standards.

### **Desired**

- Two years experience as a QO.
- NZ recognised tertiary qualification in agriculture/horticulture/forestry or biological/environmental sciences or NZQA Cert or Dip. In Biosecurity
- Degree, diploma or relevant qualification in canine behaviour.
- Previous work experience with detector dogs
- Working knowledge of animal health, entomology, botany or plant pathology

## Capabilities

<b>COMMON CAPABILITIES – expected in all MPI roles</b>	
<b>Engaging</b> <i>Te Whai Wāhitanga</i>	<ul style="list-style-type: none"> <li>• Connects with others</li> <li>• Listens</li> <li>• Reads people and situations</li> <li>• Interacts appropriately in different situational / social / cultural settings</li> <li>• Communicates tactfully</li> </ul>
<b>Honest and Courageous</b> <i>He Pono, He Māia</i>	<ul style="list-style-type: none"> <li>• Shows courage</li> <li>• Shows decisiveness</li> <li>• Acts with integrity</li> </ul>
<b>Resilient</b> <i>He Manawaroa</i>	<ul style="list-style-type: none"> <li>• Is adaptable</li> <li>• Remains effective under pressure</li> <li>• Demonstrates composure</li> </ul>
<b>Results Focus</b> <i>He Aro ki ngā Hua</i>	<ul style="list-style-type: none"> <li>• Committed and tenacious</li> <li>• Focused on achieving</li> </ul>
<b>Self-Aware Learner</b> <i>He Ākonga Kiri Mōhio</i>	<ul style="list-style-type: none"> <li>• Seeks feedback on own performance</li> <li>• Self-assesses</li> <li>• Adapts approach</li> <li>• Shows commitment to development</li> </ul>
<b>Tikanga Māori</b> <i>Tikanga: the dynamics of doing what is right / rite 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</i>	<ul style="list-style-type: none"> <li>• Applies Māori culture and language to work</li> <li>• Draws on Māori culture to enrich one's work</li> <li>• Applies Māori knowledge and values within a government and Crown context</li> </ul> <p><i>Refer to relevant Career Pathway Māori Cultural Competency for role-specific expectations.</i></p>

<b>CAPABILITIES – specifically relevant to this role</b>	
<b>Works Collaboratively</b>	<ul style="list-style-type: none"> <li>• Understands the context</li> <li>• Focuses on priority work</li> <li>• Shares information</li> <li>• Builds trust with other teams/groups</li> <li>• Works across boundaries</li> <li>• Supports others to succeed</li> </ul>
<b>Customer and Stakeholder Connection</b>	<ul style="list-style-type: none"> <li>• Thinks about broader context</li> <li>• Knows stakeholders / customers</li> <li>• Consults widely</li> </ul>
<b>Judgement and Decision-Making</b>	<ul style="list-style-type: none"> <li>• Considers options and likely consequences</li> <li>• Able to give rationale for decisions</li> <li>• Is able to make decisions in uncertain situations</li> <li>• Makes timely decisions, balancing the desire for complete information with the need to progress important or urgent matters</li> </ul>
<b>Inquiring and Analytical</b>	<ul style="list-style-type: none"> <li>• Thinks analytically and critically</li> <li>• Displays curiosity</li> <li>• Shows awareness, and minimises impact of bias</li> </ul>
<b>Plans and Organises</b>	<ul style="list-style-type: none"> <li>• Manages and delivers on work priorities</li> <li>• Purposeful about use of time</li> </ul>

<b>CAPABILITIES – specifically relevant to this role</b>	
<b>Communicates with Impact</b>	<ul style="list-style-type: none"> <li>• Communicates clearly</li> <li>• Influences others</li> <li>• Communication achieves intended purpose</li> </ul>

<b>GROUP-SPECIFIC / TECHNICAL CAPABILITIES FROM CAREER PATHWAYS</b>	
<i>Insert as appropriate</i>	<ul style="list-style-type: none"> <li>•</li> </ul>

<b>RESPONSE CAPABILITIES – for all staff who may be involved in a response</b>	
<b>Dealing with ambiguity</b>	Comfortably handles unclear or unpredictable situations
<b>Accountability</b>	Accepts responsibility for one’s actions regardless of outcomes
<b>Professionalism</b>	Acts in accordance with job-related values, principles and standards
<b>Handling stress</b>	Manages pressure without getting upset, moody or anxious
<b>Integrity</b>	Acts honestly in accordance with moral or ethical principles

## Appendix 1.

### POSITION SUMMARY

#### Quarantine Officer (Detector Dog Handler)

- This role reports to a Chief Officer.
- The primary objective of this role is to confirm the absence of or detect the presence of specified Biosecurity risk material entering New Zealand. We conduct this screening at the major ports of entry, and Transitional Facilities by targeting passengers, baggage, craft, international mail, cargo and any other tasks as necessary.
- To ensure the ongoing operational proficiency and welfare of their assigned dog by complying with Detector Dog Programme procedures, safety guidelines, worksite instructions, directives and technical requirements while meeting canine operational requirements and accreditation.
- The Quarantine Officer/Detector Dog handler will be expected to work in a number of pathways both as an Officer and a Dog Handler. Due to business requirements and workload this may vary daily.
- Both shift and non shift hours will be required.

#### Summary of Duties specific to the Detector Dog Handler

KEY RESULT AREAS	KEY TASKS (I am responsible for.....)	STANDARDS OF PERFORMANCE (What I am measured against.....)
As defined in the QO Position Description	As defined in the QO Position Description.	
<i>Canine Care</i>	<ul style="list-style-type: none"> <li>– Maintaining physical and mental well being of canine</li> <li>– Practicing general safety of canine</li> <li>– Complete monthly behavioural reports and weekly health checks on canines</li> </ul>	<ul style="list-style-type: none"> <li>– Health checks completed and recorded</li> <li>– Accurate and timely reporting of any issues affecting health or physical wellbeing of canine</li> </ul>
<i>Canine Handling &amp; Training</i>	<ul style="list-style-type: none"> <li>– Demonstrating acceptable knowledge of canine behaviour and application of correct DDP canine handling techniques</li> <li>– Maintaining working proficiency of assigned canine</li> <li>– Identifying and taking corrective action to rectify any operational problems with canine</li> <li>– Assist other DDP staff with training and operational duties</li> </ul>	<ul style="list-style-type: none"> <li>– Successful completion of the 2 x 5 week Basic Training Courses</li> <li>– Complete annual Validation tests and Field Review to required standard</li> <li>– Undertake regular training of canine and keep accurate records of training</li> </ul>
<i>Safety</i>	<ul style="list-style-type: none"> <li>– Practicing safe canine handling techniques at all times to protect canine and public</li> </ul>	<ul style="list-style-type: none"> <li>– Complies with all OSH standards and completes all relevant OSH courses</li> </ul>