



## Authorised Person Level 2 American Foulbrood Pest Management Plan

### Position Description

<b>Title</b>	Authorised Person
<b>Position</b>	Casual contract fixed term
<b>Location</b>	Negotiable
<b>Reports to</b>	Operations Managers, The Management Agency
<b>Date</b>	April 2024

### Overview

The Management Agency National American Foulbrood Pest Management Plan (NPMP) is an independent entity within Apiculture New Zealand Incorporated and is mandated to implement the Biosecurity (National American Foulbrood Pest Management Plan) Order 1998. The goal of the National Pest Management Plan (AFB NPMP) is to eliminate American foulbrood in managed colonies (i.e. beehives) in New Zealand.

The Management Agency is a small, close-knit, not-for-profit organisation primarily funded through beekeeper levies. The Management Agency's purpose is to work collaboratively with over 9,000 beekeepers nationwide for the elimination of this serious disease through the National Apiary Register. The Management Agency leads teams of over 45 contracted Authorised Persons (appointed under the Biosecurity Act 1993) and over 25 contracted AFB recognition course trainers.

### What is the purpose of this position?

The purpose of this position is to verify the presence/absence of AFB, verify compliance with AFB PMP rules. To investigate reports of suspect non-compliance, to collect samples for testing and to deliver Notices of Direction to beekeepers.

This position is also responsible for advising any apiary details you find to be incorrect so we can update our apiary database.

### What you will be doing

- Booking apiary inspections with beekeepers, completing inspections, and reporting findings from the inspection in a timely, accurate and detailed manner.
- Maintain confidentiality and privacy, and a strict sense of professional ethics.
- Liaise with beekeepers, landowners, and the general public in a professional manner as Ambassadors of the AFB PMP.
- Work closely with the Operations Manager(s) and support the Operations Managers with sound advice to aid in decision-making in the management of the AFB surveillance Program.



- Respond efficiently and accurately to beekeepers explaining possible solutions, and ensuring that beekeepers feel valued, informed, and supported.
- Engage with the beekeeper’s point of view including engaging in active listening, confirming, or clarifying information.
- Work collaboratively with other Authorised Persons when needed.
- Collaborate in continuous improvement of existing systems and processes.
- Support and contribute to The Management Agency’s workplan and strategy, as required.

**Who you will be interacting with**

<b>Internal relationships</b>	<b>External relationships</b>
Operations Managers (Northern and Southern regions)	Beekeepers, landowners, and the general public.
General Manager	Authorised Persons (AP2)
Training Coordinator/Administrator	
Apiary Coordinators	

**Who we are looking for**

<b>Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• At least 5 years beekeeping experience.</li> <li>• DECA holder for at least two years.</li> <li>• Has proven track record of ongoing compliance with the AFB PMP and the AFB PMP Levy orders.</li> </ul>
<b>Technical skills</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• <b>Attention to detail</b></li> <li>• Follows instructions.</li> <li>• Confident in identifying AFB.</li> <li>• Organized and good time management skills.</li> <li>• Customer focussed, good communicator.</li> <li>• Excellent and articulate data-entry, written and verbal communication skills.</li> <li>• Good geographical knowledge.</li> <li>• Good understanding of Health and Safety requirements.</li> <li>• The ability to receive feedback and implement this feedback into future jobs.</li> </ul>
	<p><b>Desired</b></p> <ul style="list-style-type: none"> <li>• <b>Inquisitive</b></li> <li>• Good communicator</li> <li>• Good record-keeping</li> </ul>
<b>Experience and knowledge</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Good knowledge of the AFB PMP and good understanding on how AFB spreads and what is required to control and eliminate an AFB outbreak.</li> <li>• Proven ability to plan and prioritise use of time.</li> </ul>

	<ul style="list-style-type: none"> <li>• Proven ability to follow instructions with minimal supervision.</li> <li>• Ability to achieve time-sensitive priorities.</li> <li>• Experience with managing challenging stakeholder conversations and reaching desirable outcomes.</li> </ul> <p><b>Desired</b></p> <ul style="list-style-type: none"> <li>• Has successfully eliminated AFB from a beekeeping operation.</li> <li>• Knowledge or general understanding of key pieces of legislation (e.g. Biosecurity Act 1993), The Privacy Act, the Official Information Act, the Bill of Rights.)</li> <li>• Ability to collaborate with colleagues on projects for a mutual outcome</li> </ul>
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### Core Competencies

Competency	Description
<i>Customer focussed</i>	<ul style="list-style-type: none"> <li>• Is dedicated to meeting the expectations and requirements of the AFB PMP Management Agency and Levy Payers.</li> <li>• Gets first-hand customer information and uses it for improvement in services.</li> <li>• Acts with customer in mind.</li> <li>• Establishes and maintains effective relationships with customers and gains their trust and respect</li> </ul>
<i>Listening and engaging</i>	<ul style="list-style-type: none"> <li>• Friendly, helpful.</li> <li>• Practices active and attentive listening.</li> <li>• Can empathise with a range of people and make people feel heard.</li> <li>• Can read people and situations.</li> <li>• Is inquisitive and asks the right questions.</li> </ul>
<i>Resilience and dealing with ambiguity</i>	<ul style="list-style-type: none"> <li>• Can effectively handle unpredictable situations.</li> <li>• Remains effective under pressure.</li> <li>• Demonstrates composure during times of stress.</li> <li>• Is adaptable.</li> </ul>
<i>Priority setting and time management</i>	<ul style="list-style-type: none"> <li>• Liaise, collaborate, and support the other Authorised Persons to reach common goals.</li> <li>• Spends their time and the time of others on what's important.</li> <li>• Ability to quickly zero in on the critical issue.</li> <li>• Can quickly assess what will help or hinder accomplishing a goal.</li> </ul>
<i>Integrity and trust</i>	<ul style="list-style-type: none"> <li>• Is widely trusted and seen as a direct, truthful individual.</li> <li>• Leads by example.</li> </ul>

	<ul style="list-style-type: none"> <li>• Keeps confidences.</li> <li>• Acts honestly according to moral or ethical principles.</li> </ul>
<i>Functional/Technical Skills</i>	<ul style="list-style-type: none"> <li>• Has an in depth understanding on how the AFB disease spreads, how to find it and what is required to eliminate it effectively,</li> <li>• and has the functional and technical knowledge and skills to complete tasks at a high level of accomplishment.</li> </ul>
<i>Results focussed</i>	<ul style="list-style-type: none"> <li>• Committed and focussed on achieving.</li> <li>• Pursues tasks with energy, drive, and a need to finish.</li> </ul>
<i>Self-aware</i>	<ul style="list-style-type: none"> <li>• Shows commitment to development.</li> <li>• Seeks regular feedback on own performance.</li> <li>• Can adapt approach.</li> </ul>