



Position Description **Kiwifruit Vine Health (KVH)**

Position title:	Chief Executive Officer
Reporting to:	Chair of the Board of Directors
Location:	Bay of Plenty, New Zealand
KVH Vision:	A biosecurity resilient kiwifruit industry.
KVH Mission:	Protect New Zealand's kiwifruit industry from biosecurity threats.
This update:	January 2021

Services Description – The role of the CEO

The Chief Executive is responsible for leading KVH to deliver its purpose of protecting New Zealand's kiwifruit industry from biosecurity threats. In particular this includes:

1. Identify and lead the industry's readiness and response for kiwifruit biosecurity risks in accordance with KVH's strategic plan.
2. Develop and implement KVH's requirements to meet the kiwifruit industry's GIA commitments, by partnership with MPI and other industry sectors.
3. Deliver, monitor and review as required, the regulatory framework under the Biosecurity Act including transitioning the current National Psa-V Pest Management Plan to the Pathway Management Plan to ensure that it is relevant and adds value to the industry.
4. In conjunction with industry partners, operate world-class Research & Development and Technical Transfer programmes that deliver technical solutions for Psa and biosecurity risks.
5. Thought leadership and influence to achieve innovative biosecurity approaches and better protection for the kiwifruit industry.
6. Actively and effectively promote the value of KVH's role to growers, government, wider primary sector interests and other key stakeholders.
7. Actively work with industry partners to raise awareness and accountability for biosecurity within all areas of the kiwifruit industry

Key Accountabilities

Resource, leverage and coordinate an integrated, pan-industry approach to Psa and relevant biosecurity threat management.

- Partner with industry groups and other organisations to achieve programmes and initiatives:
 - Engage proactively and positively to the ongoing dialogue which shape KVH's strategic direction.
 - Identify and monitor potential risks and mitigation strategies to deliver KVH's strategy.
 - Lead and manage KVH's government relations strategies.
 - Leverage industry knowledge and expertise, other relevant industry/horticulture including government initiatives, to drive success.
- Be visible and proactive as a key biosecurity leader for the industry:
 - Identify, develop and maintain strategic key relationships with all biosecurity stakeholders to retain the support and involvement that is critical to the success of the industry. This includes decisions-makers, KVH's grower members and groups, industry organisations, service providers, Government departments, Crown Research Institutes, Regional Councils and Iwi.
 - Manage KVH's various interfaces with stakeholders to ensure there is a genuine and meaningful two-way flow of information, including preparing and making submissions on related regulatory and policy proposals as required.
- Review funding (through levy) requirements, and implement changes where necessary, to secure the ongoing success of the organisation and delivery of its strategic objectives, as they evolve in the future.
- Oversee the development and delivery of professional industry communication programmes to help KVH deliver on its strategic goals and values:
 - Represent KVH to industry partners and growers, grower groups, industry service providers, media and government.
 - Ensure that they are all fully informed and that the community understands the role of KVH and the issues that need to be addressed.
 - Deliver industry reporting.

Demonstrate effective leadership and infrastructure management

- Lead, resource and structure KVH to meet the current and future needs:
 - Proactively and determinedly resource the organisation (financial and intellectual capital) to deliver on its purpose and meet the needs of the industry.
 - Select, build and lead teams (employees, contractors and external contributors) to success through proactive communication, collaboration and collective vision.
 - Ensure that all functional areas successfully deliver to agreed strategic and business goals and contribute to KVH's strategies and vision. Provide direction and manage the team to deliver against stated goals.
 - Motivate and inspire employees and key contributors through quality feedback along formal reporting lines and through informal influence, enabling them to have a high level of understanding and engagement with KVH's objectives and values.
 - Ensure that the organisation has appropriate health, safety and business risk management policies, plans and controls in place, and that these are effectively implemented and monitored.

- Ensure that programmes and projects are realistic, achievable and integrated with other industry initiatives.
 - Develop succession plans for the Chief Executive position and other key staff.
- Oversee the effective and efficient execution of the organisation's various administrative and operational cycles including:
 - Productive management and utilisation of capital, funds, operational expenditure, and information technology resources, whilst adopting business arrangements appropriate to the dynamic nature of KVH's purpose and future.
 - Ensure the provision of timely, well-researched, evidence-based policy papers, plans and advice to the KVH Board.
 - Ensure that all payments and reporting systems operate with appropriate internal controls and to external audit standards, compliant with best practice
 - Ensure the maintenance of all information and reporting systems necessary to provide timely, accurate and relevant information as required (including GIA responsibilities under the Psa National Pest Management Plan, and in future, the Kiwifruit Industry Pathway Plan).
 - Ensure the development, implementation and continual review of the effectiveness of the organisation's systems and procedures, including internal control procedures, so that all contractual, financial and legal obligations are met.
 - Ensure adequate assessment and mitigation of identified industry and business risks in collaboration with the Board.
 - Ensure appropriate external audit and professional legal advice is sought as required.
 - Together with the Chair of the KVH Board and Board Secretary, prepare resolutions, agenda, papers and presentations for the organisation's AGM.

Other

- Other duties as may reasonably be requested by, and agreed with, the Board from time to time.
- This document is subject to reasonable amendments from time to time by the employer to reflect the changing requirements of the position.

Key Relationships

External

- New Zealand kiwifruit growers
- NZKGI
- ZESPRI
- Kiwifruit postharvest Industry
- HortNZ
- Other grower organisations
- Government departments (particularly MPI)
- Crown Research Institutes
- Regional Councils
- Other research providers
- KVH contractors
- Regional Co-ordinators/Committees
- Interest groups and NGOs
- News media

Internal

- KVH Board of Directors
- KVH Employees
- KVH Contractors
- KVH Contributors

KVH Strategy 2020 – 2025

Our Vision A biosecurity resilient kiwifruit industry	Our Mission Supporting the New Zealand kiwifruit industry to protect itself from biosecurity threats
Our Priorities	
<p>A kiwifruit industry committed to biosecurity excellence</p> <p><i>We work together as one, taking ownership of our biosecurity</i></p> <p>This means that we will:</p> <ul style="list-style-type: none"> • Create relevant and usable industry biosecurity stories • Encourage all of industry into a culture of biosecurity accountability • Explore the sustainability/biosecurity connection • Inspire through leadership • Educate and influence our stakeholders to prioritise biosecurity systems in New Zealand 	<p>Incursion readiness and response</p> <p><i>We are well prepared for the next biosecurity event</i></p> <p>This means that we will:</p> <ul style="list-style-type: none"> • Grow awareness of risks, supported by global scanning • Use GIA as a framework for readiness and response • Create and deliver robust crisis management and readiness plans • Leverage our capability, knowledge and expertise • Conduct surveillance for early detection • Ensure a fit for purpose GIA funding model is maintained
<p>Innovation in biosecurity management</p> <p><i>We strive for new, efficient ways to strengthen our biosecurity systems</i></p> <p>This means we will:</p> <ul style="list-style-type: none"> • Create smart tools • Deliver and promote practical implementation of R & D • Take an innovative ecosystem approach • Develop case studies and exemplars to drive change • Drive efficiency and system benefits from industry investment • Leverage primary industry R & D in biosecurity 	<p>Pathway risk management</p> <p><i>We focus on pathways through which pests and diseases are transmitted</i></p> <p>This means we will:</p> <ul style="list-style-type: none"> • Move from single pest to pathway risk management • Support development of traceability systems • Create awareness of risk pathways • Manage movement risk • Create Standards and Best Practice guidelines • Create high health plant systems
Our Approach	
<p>Leadership as an organisation and industry</p> <p>Educate and influence</p> <p>Demonstrate outcomes</p>	