

Position Description

Head of Traceability

Strategy & Programmes

Reports to	Position Level	Direct Reports	Location	Position Reference Level
Deputy Chief Executive, Strategy & Programmes	Tier 3	Yes	Wellington	20

About OSPRI

OSPRI was established in 2013 to strengthen and protect New Zealand's livestock industries through excellence in disease management and traceability.

Our vision is farmers succeeding through exceptional biosecurity and traceability. We work in partnership with industry, government, and farmers to deliver nationwide programmes to keep our animals disease free.

As a not-for-profit owned by DairyNZ, Beef + Lamb New Zealand, and Deer Industry New Zealand, and funded through industry levies and government investment, OSPRI is committed to delivering real value to our stakeholders through our four strategic priorities:

- Timely, cost-effective disease eradication
- Continuous improvement of the National Animal Identification and Tracing (NAIT) scheme
- Sector readiness and expert response capability
- Operational excellence and ongoing improvement

Our Values

At OSPRI, our values guide everything we do. **Ārahina e te Aronga | Purpose Led** keeps us focused on what's most important, grounding our work in clarity, intent, and the impact we aim to create. **Whakamana Tangata | Powered by People** reflects our commitment to uplifting our people, farmers, and partners. **Kotahitanga | Stronger Together** reminds us that real impact comes from unity and shared responsibility. **Ka Tūtuki ā Mātou Mahi | We Deliver** reflects our drive to deliver enduring, meaningful results. Together, these values shape how we think, collaborate, and create lasting outcomes for farms, communities, and Aotearoa New Zealand.

About the Role

Why this role is important to us

The Strategy and Programmes group sets the strategic direction for disease management and traceability, defining our priorities, the policy that supports them, and the standards we work to. It leads programme strategy and design, develops disease and surveillance policies, and advises on major strategic shifts. The group also shapes product direction and system requirements for disease and traceability functions.

The Traceability team maintains a national focus for OSPRI's traceability programme, both in terms of delivering our current priorities as well as being set up to enable a broader approach to traceability in the future.

As the Head of Traceability, this role leads, shapes, influences, and connects within the business to develop strategic focus and direction for the Traceability programme. This role oversees the development of policies, standards, accreditation requirements, and quality-assurance processes for NAIT-accredited information providers, accredited entities, and tag manufacturers. This role ensures that traceability systems and arrangements enable wider OSPRI to carry out operational responsibilities effectively and in line with legislative requirement and strategic objectives.

All roles at OSPRI play a part in keeping everyone safe. This means following our health and safety policies to look after yourself, your team, and anyone affected by our work.

What success will look like

- Designing and developing programme strategies and objectives for NAIT, ASD, and wider traceability services, and ensuring these translate into effective delivery of agreed outcomes and value from funder investment.
- Building and maintaining influential relationships with shareholders, funders, government agencies, industry leaders, and key delivery partners, while applying sound judgement, composure, and pragmatic problem-solving.
- Leading and coordinating programme planning with operational teams to ensure delivery is aligned with OSPRI's strategic priorities, funder expectations, and broader programmes of work, while remaining consistent with legislative, regulatory, and performance standards.
- Driving programme performance by monitoring progress, identifying risks and issues early, and taking proactive action to keep activities on track and aligned with agreed objectives.
- Developing practical new initiatives that advance OSPRI's traceability capability, support the organisation's strategic direction, and create greater value for farmers over time.
- Providing end-to-end leadership of projects and initiatives related to NAIT and ASD, ensuring they are delivered on time, to scope, and in line with operational and legislative requirements.
- Leading the design and continuous improvement of the NAIT system and other associated systems, including the data domains, reporting structures, and performance settings that underpin national traceability.
- Ensuring system-level arrangements, standards, and processes are in place to support NAIT operational functions and meet the requirements of NAIT legislation.
- Leading and engaging the Traceability team by setting clear direction and priorities, building capability and accountability, and creating an environment in which people are connected to the programme's outcomes.

- Promoting and upholding OSPRI's values, living these daily.
- Creating and fostering a diverse and inclusive environment at OSPRI.
- Promoting health and safety in your everyday practice and making it fundamental to how you operate.

What You Will Bring With You

Critical Competencies:

- Proven ability to develop and lead high-performing teams, with a human-centred leadership approach that supports people to achieve results.
- Builds trusted relationships across government, industry, funders, and delivery partners to shape outcomes and maintain confidence.
- Proactive with a can-do attitude.
- Demonstrates a collaborative working style and is a team player.
- Demonstrates political awareness, sound and proportionate judgement, and the ability to influence complex stakeholder environments without overcomplicating issues.
- Bold, ambitious and looks for innovative ways to deliver business outcomes.
- Challenges established thinking and constructively influences improvement, innovation and change.
- Demonstrates resilience and sound judgement, maintaining composure and credibility in high-pressure or high-profile situations.
- Exhibits practicality and pragmatism in the workplace, especially when working with others.

Professional/Technical Skills:

- Excellent strategic, analytical, and critical reasoning skills.
- Excellent verbal and written communication skills.
- Builds teams with empathy, based on the principles of trust, respect, honesty, and openness.
- A tertiary qualification in a related discipline.
- Ability to develop and maintain key relationships that influence others and build credibility in the OSPRI brand.
- Technical expertise in strategic programme management, including programme governance, performance monitoring, and risk and assurance frameworks.
- Strong understanding of regulatory frameworks, legislative processes and their application within national programmes.
- Ability to act as Business Owner for key traceability systems, with a strong understanding of the digital, data, and system requirements that enable programme delivery.
- Strong capability in strategic planning, policy development, programme architecture, and standards design.
- Ability to interpret technical information and translate it into operational direction, strategic insight, and governance-level reporting.

Experience:

- Experience operating within biosecurity, regulatory, compliance, or primary sector environments.
- Demonstrated success in engaging with government agencies, industry bodies, shareholders, funders, or other senior stakeholders.
- Demonstrated experience providing strategic advice and reporting to executive leadership and Boards.
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- Strong financial and business acumen, including experience prioritising investments, managing budgets, and balancing competing programme demands.
- Experience working within or alongside the primary sector, with an understanding of farmer needs and sector dynamics.
- Experience leading large-scale or complex national programmes, ideally within a biosecurity, primary industries, or regulatory context.
- Senior-level leadership experience in multidisciplinary environments, including policy, technical, programme design, planning, and assurance functions.
- Experience in programme governance, performance monitoring, risk and assurance, and operational project design.