

## POSITION DESCRIPTION



**DATE:** July 2021

**POSITION TITLE:** Operations Co-ordinator – Central Otago

**LOCATION:** Central Otago

**REPORTS TO:** Area Manager – S2

**DIRECT REPORTS:** N/A

**PURPOSE:** The Operations Coordinator is accountable for leading all aspects of the Central Otago area, including specific emphasis on forming and maintaining relationships with Vet Life and Remarkables Vet.

The position is also responsible for forming and maintaining relationships with external stakeholders and members of the public in Central Otago to lead and embed a One SPCA culture in the Area.

| <b>KEY ACCOUNTABILITIES:</b>  | <b>KEY RESPONSIBILITIES:</b>  |
|---|---|
| 1. Manage day to day coordination of relationship with Vet Life and other external organisations while promoting SPCA reputation within the Central region. | <ul style="list-style-type: none"><li>• Manage day to day relationship and communication with Vet Life Veterinary Clinics and Remarkables Vet.</li><li>• Monitor capacity with VetLife/Remarkables Vet and coordinate transport of animals from Central Otago to other SPCA Centres as required.</li><li>• Form and maintain strong relationships with external stakeholders in Central Otago to ensure SPCA brand, reputation and animals are well supported.</li><li>• Monitor budgets and purchase approvals for Central Otago.</li><li>• Coordinate local fundraising initiatives including volunteer recruitment in line with national SPCA fundraising team events and campaigns.</li><li>• Ensure clear and timely reporting is available for the Area Manager as requested.</li><li>• The Area Manager (S2) is kept informed in a timely manner of all relevant issues for which the Operations Coordinator is accountable. Risks are highlighted and managed at an early stage.</li><li>• Establish a foster programme in Central Otago to support SPCA needs including recruitment, training and retention of volunteer foster families.</li><li>• Ensure the Central Otago operational plans are developed, agreed and implemented in line with the overall Regional plan and SPCA strategy.</li><li>• Report regularly to the Area Manager (S2) on the performance of the Area against its annual plan and budgets.</li><li>• Ensure deployment of consistent systems, processes and operations in the Area, and in line with other Areas</li></ul> |

Initial here \_\_\_\_\_

|  |   |
|--|---|
|  | ensure that the SPCA is recognised as the leading authority on animal welfare and the trusted source of information.  |
| 2. Actively contributes to Health & Safety | <ul style="list-style-type: none"> <li>• Ensures that a safe and healthy working environment is maintained at all times.</li> <li>• Complies with Health and Safety legislation and regulations.</li> <li>• Takes responsibility for your own health and safety and ensures no action or inaction on your own part harms others in the workplace.</li> <li>• Contributes towards the development and implementation of policies and procedures that ensure compliance with the Health and Safety at Work Act (2015).</li> <li>• Is aware of and can identify hazards and risks to which the organisation may be exposed and takes appropriate action accordingly.</li> <li>• Has knowledge of and is able to apply emergency procedures.</li> </ul> |
| 3. Other Duties                            | <ul style="list-style-type: none"> <li>• Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit the scope or the functions of the position. Duties and responsibilities can be amended from time to time by the Employer to meet any changing condition.</li> </ul>  |

**INTERNAL FUNCTIONAL RELATIONSHIPS:**

- Area Manager (S2)
- Regional SPCA staff and management
- Volunteers and Fosterers
- Donors and other Central Otago SPCA supporters

**EXTERNAL FUNCTIONAL RELATIONSHIPS:**

- Key partners
- Vets
- Enforcement Agencies
- Business Associates
- Local media
- Suppliers
- Educational stakeholders
- Local government
- General Public

**PERSON SPECIFICATION:*****Qualifications, Skills, Knowledge and Experience***

- A tertiary qualification in relevant discipline.
- Experience in, and an understanding of, animal welfare, shelter management and disease control would be an advantage
- Demonstrable skills in strong leadership, building rapport with staff, volunteers, stakeholders and suppliers, especially during times of change
- Good all round management experience
- Good level of financial/commercial acumen gained through practical experience, e.g. managing budgets
- Experience working with volunteer groups and the Not for Profit sector would be an advantage
- Effective oral and written communication skills
- Strong organisational and planning ability
- Proven ability in managing and developing a Health and Safety culture
- Proven ability to inspire, motivate and encourage team development
- Ability to develop others through mentoring and on the job coaching

***Personal Attributes***

- A commitment to high quality work and professionalism
- Highly organised with the ability to prioritise, multi task and meet expected deadlines
- Attention to detail
- Ability to manage confidential information with responsibility and integrity
- Ability to manage stress and handle emotional situations while retaining empathy
- Able to make sound, informed decisions based on animal welfare
- Excellent written and oral communication skills
- Is professional and works collaboratively with all members of staff, including Volunteers.
- Change agile, resilient and flexible
- Personal and professional integrity
- Collaborative leadership style
- Exceptional interpersonal, relationship building skills

Initial here \_\_\_\_\_