

VPRBV POSITION DESCRIPTION GENERAL MANAGER and REGISTRAR

VETERINARY PRACTITIONERS REGISTRATION BOARD OF VICTORIA



Position Title:	General Manager and Registrar
Total Remuneration:	\$154,200 – 157,284 including superannuation
Tenure:	5 year contract
Usual Work Location:	Level 14, 10-16 Queen Street, Melbourne VIC 3000
Usual Hours of Work:	Full Time (flexibility may be available)
Direct reports:	Investigation Manager, Finance Manager, Registrations and Communications Manager
Reports to:	The Veterinary Practitioners Registration Board of Victoria (the Board)
Eligibility to work:	All applicants must be Australian Citizens or Permanent Residents or hold a valid work permit or visa.

ABOUT THE BOARD

The mission of the Veterinary Practitioners Registration Board of Victoria (the Board) is to protect both the public and the health and welfare of animals, by regulating veterinary practitioners in Victoria through the effective administration of the *Veterinary Practice Act 1997* (the ACT). The Board achieves its mission by; registering persons who comply with the requirements of the Act as veterinary practitioners and veterinary specialists in Victoria, recognising qualifications and accrediting courses of training which provide qualifications for registration as veterinary practitioners and specialists, establishing expectations of competency in veterinary practice, investigating the professional conduct or fitness to practise of registered veterinary practitioners and imposing sanctions where necessary, issuing guidelines about appropriate standards of veterinary practice and veterinary facilities, advising the Minister on any matters relating to the function of the Board and when so requested by the Minister to give any information reasonably required by the Minister.

As a statutory authority our values are responsiveness, integrity, impartiality, respect and accountability. The Board is an equal opportunities employer.

PRIMARY OBJECTIVES:

The General Manager

- oversees the management of day to day operations of the Board and its staff, ensuring the integration of all functions and activities for the effective delivery of services
- provides strong and effective leadership that fosters a safe and harmonious workplace and builds a culture in line with the Board's values and objectives
- manages stakeholder engagement as directed by the Board
- is accountable to the Board as a whole, rather than to individual members
- is accountable to the Board for the expenditure, operational activities and administration in accordance with the Board's strategic plans and the legal framework
- is the link between the Board and the Board staff
- is responsible for implementing the Board's policies and agreed strategic plan
- develops, implements and updates the Board's corporate plan
- is responsible for achieving the Board's regulatory outcomes and strategic performance objectives
- is required to prepare and present a range of reports to the Board, including the comprehensive annual report
- is accountable to the Board to ensure that the Board is run in an effective and efficient manner, providing regular activity, policy and financial reports which accurately reflect operations and performance.

KEY TASKS AND RESPONSIBILITIES:

Corporate Management

- Develop, implement and regularly update the Boards corporate plan
- Oversee standards and quality in the delivery of services
- Direct human and organisational resources to optimise service delivery in line with the strategic plan and the Boards objectives
- Ensure finances are monitored and managed to a high standard, advising the Board immediately of any significant or unanticipated financial risks
- Ensure accurate and timely preparation of statistical and financial reports including annual reports in accordance with regulatory requirements
- Ensure compliance with relevant laws and regulations
- Maintain the risk register and effectively mitigate all forms of risk.

Strategic Planning and Reporting

- Working with the Board, develop and implement short, medium and long-term strategic plans.
- Ensure the Board achieves and reports on the Minister's Statement of Expectations

Regulatory

- Maintain an accurate and valid Register of Veterinary Practitioners
- Ensure that complaints made to the Board are managed in accordance with the Board's service charter
- Provide advice and guidance to the Board and to staff, to support appropriate decision making
- Identify and report any matters that may lead to conflicts or perceptions of conflicts of interest in all matters relating to the Board and its employees
- Comply with any delegations from the Board.

Human Resource Management

- Model effective leadership and behaviour which builds positive culture, promotes employee satisfaction, and develops engaged and cohesive team members.
- Proactively drive implementation, monitoring and review of staffing policies, practices and performance management , ensuring these comply with Victorian Public Sector requirements
- Maintain appropriate organisational structure with clear delegations and accountabilities
- Promote an organisational culture of learning, communication and problems solving

Governance:

- In all activities of the Board, advise and ensure the Board can meet its obligations including compliance with the Veterinary Practice Act 1997
- Maintain professional communication and reporting to the members of the Board; ensuring all information is provided to support appropriate and responsible decision making
- Ensure that for all board meetings, sub-committee meetings, stakeholder meetings & formal and informal hearings, records including minutes, action lists and communications are prepared and circulated within agreed timeframes

It is expected that the General Manager & Registrar will undertake the role in a manner which is aligned to the values of the organisation and the following leadership performance criteria.

Shapes strategic thinking

- Proactively supports the Board’s vision and purpose
- Inspires
- Leads and influences change

Achieves results

- Achieves and delivers results
- Promotes best practice and drives effectiveness
- Assumes accountability

Forges relationships and engages others

- Establishes and maintains client and community networks
- Communicates clearly and adapts to audience
- Promotes information sharing and values and encourages input from others

Exemplifies personal drive and professionalism

- Models the Board’s values
- Engages with others in a respectful and professional manner
- Promotes quality, safety and sustainability

Drives business excellence

- Builds team and individual capability and expertise
- Predicts and plans for future operational needs

KEY SELECTION CRITERIA

It is expected that the successful applicant will be able to demonstrate the following:

Essential

1. Demonstrated high level leadership and management skills and the ability to motivate, provide direction and support staff to achieve organisational objectives.
2. Demonstrated highly developed interpersonal skills, including strong skills in negotiation and consultation skills. Experience in developing and maintaining effective relationships with a range of internal and external stakeholders.
3. Demonstrated commitment to the development of a high performance organisational culture which embraces quality, safety and risk management.
4. Demonstrated ability to apply legislative, policy and procedural requirements as they relate to a regulatory environment.
5. Highly developed written and oral communication skills, with the ability to provide clear and concise written and verbal advice, information and reports.
6. Demonstrated ability to collaboratively identify and lead improvements in systems and processes.
7. Sound understanding of corporate governance and demonstrated ability to work proactively in partnership with the Board of Directors.
8. Demonstrated commercial business acumen, effective human resources and financial management skills with well-developed skills in conceptual thinking, analysis, problem resolution and decision making.
9. Highly developed organisation, project and time management skills and a demonstrated ability to effectively plan, prioritise and delegate tasks.

Desirable

- Direct or indirect experience working with a regulatory body, within government or a regulated industry or sector would be highly regarded
- Knowledge of and experience in conducting investigations in a sensitive and complex environment
- Familiarity with the veterinary profession in Australia

Qualifications

- A combination (or equivalent) of the following, in conjunction with significant workplace experience
 - Tertiary qualifications in a relevant discipline (Law, Public Policy, Management, etc.)
 - Post Graduate qualifications in Management, Public Policy or related fields

Also required

- Current Police check (the successful applicant will be required to undergo a police check prior to employment)

Other relevant information:

- The Board may amend this position description if required. Any changes will be made in consultation with the employee.
- You are required to comply with Workplace Policies and Procedures (as amended from time to time) and contribute to and maintain a safe workplace environment

PERFORMANCE INDICATORS

The Board intends that all staff are evaluated according to pre-set indicators for each objective. Each objective will be evaluated using key tasks which are Specific, Measurable, Achievable, Realistic and Timely. During the onboarding process the Board will negotiate and establish sets of key tasks and the agreed performance indicators for each key task. This will be revisited annually and allows clarity of the confirmation and annual review processes.