

**POSITION**

Veterinary Manager (Companion Animals)  
Permanent / Fulltime

**LOCATION**

Negotiable / Level 2, 44 Victoria Street, Wellington

**REPORTS TO**

NZVA Chief Veterinary Officer

**BACKGROUND****NEW ZEALAND VETERINARY ASSOCIATION (NZVA)**

The NZVA has an ambitious and exciting strategic vision for the veterinary profession to positively influence the collective wellbeing of animals, people, and the environment. In doing so, the profession can help make a better New Zealand and potentially a better world.

The strength of the profession lies in our members - highly skilled veterinarians who work in a range of industries throughout the nation and bring knowledge and insight wherever we share our lives and environment with animals, for example, agriculture and farming, food and fibre production, companion animals and horses, and wildlife.

The NZVA's role is to deliver vision and voice for the profession, and value for all our members – through outstanding services and support, inspirational leadership and management, enduring collegiality and community, and by effectively lifting and communicating the value of the profession.

**COMPANION ANIMAL VETERINARIANS BRANCH OF THE NZVA**

CAV is the largest special interest branch of the NZVA, representing around 750 companion animal veterinarians. The branch is run by an executive committee composed of elected volunteers from throughout New Zealand, working in a mix of clinical, academic and industry roles. Committee members represent CAV on a number of internal and external committees and organisations. There are a number which report directly to the CAV executive including the educational technical advisory group (TAG) and the CAV Newsletter Editorial Committee.

## **OBJECTIVES**

The objectives of the Veterinary Manager (Companion Animals) are to:

- Work closely with the Chief Veterinary Officer, Companion Animal Veterinarians Branch Committee and Companion Animal Health Foundation to ensure that key resources for companion animal veterinarians are effective and efficient
- Support key companion animal welfare leadership on behalf of the NZVA and wider profession
- Provide strong advocacy and lobbying support to represent the companion animal veterinarian members of the NZVA
- Provide personal, professional and technical support to NZVA members
- Advance the profession by supporting key industry working and governmental groups responsible for policy and legislative change related to large animal practices
- Promote and support the NZVA partnership with Southern Cross Pet Insurance, in particular key research, information gathering, administrative support and/or promotional activities
- Support the promotion of quality and professional standards that guide the future of service delivery for the companion animal veterinary profession
- Support NZVA companion animal special interest branches and working groups to deliver agreed outcomes

## **TEAM:**

Led by the Chief Veterinary Officer the NZVA Veterinary Services team also includes the Veterinary Manager (Large Animal). The team is also supported by the Veterinary Administrator and Veterinary Resource Administrator roles based within the Business and Support Services Team.

## **RESPONSIBILITIES**

The Veterinary Manager (Companion Animals) is responsible for supporting companion animal veterinary technical and professional excellence on behalf of the Association and its members as well as providing advice and pastoral care to NZVA members.

### **Professional advice and pastoral care**

- Co-ordinate and provide timely technical, professional and personal support and advice to members
- Provide timely technical and professional support and advice to volunteers on branches and external committees

### **Strategy and policy development**

- Coordinate the development, review and dissemination of CAV technical policies and related documentation
- Provide professional and technical advice to the media team on information developed for stakeholders

- Present policy, standards and other resources in ways that maximise ownership and use by ensuring that they are accessible, relevant, up-to-date, and tailored to the specific interests and needs of CAV members
- Conduct needs assessments (e.g., project, equipment, etc.) to determine current and future needs, and to provide recommendations to the committee
- Research, analyze, interpret and review regulations, laws, policies and procedures applicable to CAV to determine conflicts, opportunities and ensure kept current

### **Technical Issues Management**

- Keep current with local and international trends and emerging issues through regular environmental scanning and attendance at appropriate and approved events and provide information and advice to the NZVA Chief Veterinary Officer , Companion Animal Veterinarians Branch Committee and/or Companion Animal Health Foundation.
- Develop and/or maintain the procedures and systems necessary to ensure key veterinary resources are current and accessible
- Be alert to potential and actual issues that might affect the Association, its members and or the wider profession and respond promptly with appropriate advice and /or solutions
- Coordinate the development, review and dissemination of technical policies and related documentation
- Research, gather, summarize and analyse data to provide accurate information for projects, to develop and evaluate project goals, to make recommendations and procedural changes, and ensure compliance

### **Stakeholder engagement and representation**

- Represent the association on approved groups and committees
- Maintain professional visibility in the field and with members through publications, presentations, educational activities and linkages with professional organisations.
- Be a key contact point for all matters relating to companion animal welfare (and related activities) on behalf of the Association
- Contribute to the development and/or review of the NZVA Animal Welfare Strategy (companion animal) and support branches to develop, monitor and report on their own strategies
- Engage with the profession, stakeholders and general public regarding the benefits of pet insurance both in terms of animal and human wellbeing (e.g. veterinarians are able to deliver level of treatment which animals deserve)

### **Leadership**

- Ensure the team has a clear understanding of the mission statement and objectives of CAV, and agreement on standards and expectations
- Ensure that recruitment to the CAV committee, and performance management delivers on the capability and experience required

### **Secretariat Function**

- Provision of all secretarial services to the CAV Branch Committee which ensure well-structured and well-executed meetings and/or events as per annual calendar
- Administration of all CAV awards including grants and scholarships

## **EDUCATION AND TRAINING**

This position is tailored for an experienced veterinarian with:-

- A companion animal clinical practice background
- Good understanding of practice management and the practice environment
- Effective planning and administrative skills
- Technically sound to ensure accuracy when presenting to forums / groups / committees, knowledgeable in identified subject matter areas
- Knowledge of and an interest in political/regulatory affairs and
- Knowledge of and an interest in animal welfare and its related issues

## **DEMONSTRATED SKILLS**

- Broad skillset which is credible in the field of companion animal veterinary care
- Knowledge of key issues facing the veterinary profession
- Excellent communicator (both written and oral and confident as a presenter), able to utilise multiple pathways of engagement
- Well-developed network both within the companion animal and wider veterinary profession
- Computer literate, in particular digital skills relating to the use of collaboration tools for both strategic and operational requirements
- Research principles and practices

## **PERSONAL QUALITIES**

- Highly disciplined and self-directed, does not need to be prompted for work related priorities
- Willing to make mistakes and learn from them
- Ability to influence others
- Ability to self-manage personal veterinarian viewpoint vs. NZVA viewpoint