



**NZVA**  
New Zealand Veterinary Association

**Position** Veterinary Coordinator – Full Time / Permanent  
**Location** NZVA, Level 2, 44 Victoria Street, Wellington  
**Reports to** Chief Veterinary Officer

## **ROLE PURPOSE**

The role of the Veterinary Coordinator is to assist the Veterinary Services team in providing strong leadership and effective support to members of the NZVA.

## **THE NEW ZEALAND VETERINARY ASSOCIATION (NZVA) VISION AND VALUES**

At the heart of the NZVA vision is the core idea that the wellbeing of animals, people, and the environment is inseparable. Veterinarians have knowledge and skills at this 'intersection' to contribute to outcomes that benefit all New Zealanders directly and indirectly.

We are first and foremost here for NZVA members. We help each other, expect high standards, and promote collegiality, taking time to enjoy each other's company and have fun.

Guided by our shared vision and values, agreed purpose, and common goals, our collective leadership contributes to a highly trusted, valued, and progressive veterinary profession.

We facilitate clear career pathways and high-quality continuing professional development so our members can have healthy careers and lives and our profession can be the best it can be. We listen to each other and we co-operate widely to understand and influence the critical issues for our profession and the wider industry.

## **KEY RESPONSIBILITIES**

- Coordinate timely professional and personal support/advice to NZVA members.
- Provide administrative support for the Veterinary Services team, including travel, diary management, and meeting logistics (including minute-taking).
- Coordinate revision of key NZVA Policies, Position Statements and Guidelines.
- Coordinate special projects/activities as assigned by Chief Veterinary Officer.
- Liaise with the Veterinary Services team and Special Interest/Regional Branch Committees to support Branch interests.

## **KEY QUALITIES**

- Qualification in animal health and/or welfare, and/or experience working as a veterinarian, allied veterinary professional, veterinary practice manager, or similar.
- Efficient and able to prioritise, plan, and manage varied tasks simultaneously.
- Confident communicator with excellent written and verbal skills.
- Ability to relate to NZVA members and empathise with their perspectives.
- Intermediate/advanced skills in all Microsoft applications and understanding of

- online/cloud computing systems.
- Experience in veterinary administration.
- Exposure to the Not-for-Profit sector.

## **ACCOUNTABILITIES**

### **Highly organised**

- Strong planning abilities in order to manage projects and logistical arrangements.
- Engages with team members as required to achieve deadlines.
- Attention to detail in all communications, and administrative tasks (including records management).

### **Member-centric**

- Behaviour and performance reflects a member-centric focus – positive feedback is received from Senior Leadership Team, Veterinary Services Team, Association members and other stakeholders.
- Veterinary Services team and NZVA members experience being supported and have a developed sense of trust and confidence.
- Demonstrates a high level of professionalism when dealing with confidential information.

### **Team Player**

- Works effectively with others to ensure NZVA goals are achieved.
- Effective working relationships are established and maintained with management and peers.
- Takes personal responsibility for outcomes.
- Can be counted on to follow through on commitments.

### **Takes Initiative**

- Goes above and beyond what needs to be done without being told.
- Has the confidence to initiate some actions independently.
- Volunteers for challenging assignments.
- Demonstrates a willingness to both learn and leverage knowledge and experience.
- Uses discretionary time to help others uncover opportunities or solve problems.