



## **POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Chief Executive Officer (CEO)
<b>LOCATION:</b>	TBD
<b>REPORTS TO:</b>	RNZSPCA Board through the Chair
<b>DIRECT REPORTS:</b>	Senior Management Team members

### **PURPOSE:**

The purpose of the CEO role is:

1. To lead the newly created 'One SPCA' entity (SPCA) to achieve its strategic and operational plan as determined by the Board of Directors.
2. To be a 'champion of change' and lead the SPCA's structural, cultural and constitutional transformation from its current state with independent Centres and a National Office, to a 'One SPCA' mindset and entity with one Board, one vision, one strategy and one purpose, namely, "to create a better life for New Zealand's animals".
3. To attract, retain and develop the capability required to deliver SPCA's vision, mission and operational plans.
4. Together with the Chair, to enable the Board of Directors to fulfil its duties and responsibilities for the proper governance of SPCA to ensure that the Board receives timely and appropriate advice and information on all relevant matters.
5. To ensure that the organisation adheres to all relevant external compliance requirements, including but not limited to Health and Safety.



**RESPONSIBILITIES/ACCOUNTABILITIES:**

The CEO will be responsible to the Board for leading and managing all strategic and operational aspects of SPCA as outlined below.

KEY ACCOUNTABILITIES:	KEY RESPONSIBILITIES:
<p>Lead the SPCA to achieve its strategic and operational plan.</p>	<ul style="list-style-type: none"> <li>• Develop and implement the Board-approved Strategic and Annual Plan.</li> <li>• Ensure all agreed and approved operational and financial key performance indicators are achieved.</li> <li>• Develop and implement strategies, plans and programmes to expand and sustain SPCA’s income.</li> <li>• Ensure the implementation of evidence-based models of care, programmes and campaigns that enable improved animal welfare outcomes throughout New Zealand.</li> <li>• Deliver an effective enforcement service through a ‘fit for purpose’ Inspectorate function and team.</li> <li>• Work collaboratively with key internal and external stakeholders to drive engagement through the implementation of strategies to maintain and develop a strong and valued SPCA brand and presence in communities throughout New Zealand.</li> <li>• Represent SPCA at local/international forums and events.</li> <li>• Advocate on behalf of SPCA on a wide range of animal issues.</li> <li>• ‘Launch’ the “One SPCA organisation” to the public of New Zealand.</li> <li>• Ensure and facilitate open, timely and effective internal and external communication.</li> <li>• Identify and develop commercial ventures that will provide additional revenue streams for SPCA that complement the charitable purpose and are in line with the SPCA brand, values and mission.</li> </ul>



<p>Be a 'champion of change' and lead the SPCA's structural, cultural and constitutional transformation to a 'One SPCA' mindset and entity.</p>	<ul style="list-style-type: none"> <li>• Transition the former separate SPCA entities into the One SPCA entity as detailed in the new Constitution and Transition Regulations.</li> <li>• Effectively lead, coach and mentor the Senior Management Team and the wider SPCA to ensure a cohesive 'one team' culture throughout the SPCA with common goals and clear deliverables.</li> <li>• Develop, implement and embed consistent and effective systems and processes.</li> <li>• Proactively drive change throughout the organisation by applying effective change management techniques, clearly articulating and communicating the requirements of a One SPCA culture and encouraging all staff, volunteers and other stakeholders to apply a One SPCA 'lens' to every aspect of the organisation.</li> </ul>
<p>Attract, retain and develop the capability required to deliver SPCA's vision, mission and operational plans on a sustained basis.</p>	<ul style="list-style-type: none"> <li>• Develop a People Strategy for the SPCA to support its medium and long-term goals and strategy.</li> <li>• Mentor and coach the Senior Management Team and ensure a development and learning focus for all staff and managers.</li> <li>• Reinforce the One Team culture and ensure a fully engaged paid and volunteer workforce.</li> <li>• Ensure SPCA is a good employer and acts with good faith principles including ensuring that equal employment opportunities and healthy &amp; safe working conditions underpin all employment policies.</li> <li>• Act as a role model by reinforcing and living the values of the SPCA.</li> </ul>
<p>Together with the Chair, enable the Board of Directors to fulfil its duties and responsibilities for the proper governance of SPCA to ensure that the Board receives timely and appropriate advice and information on all relevant matters.</p>	<ul style="list-style-type: none"> <li>• Recommend annual priorities to the Board and carry out Board decisions through the annual planning and monthly reporting processes.</li> <li>• Provide governance support to the Chair, and Chairs of the Sub-Committees.</li> <li>• Make recommendations to the Board of a strategic and/or operational nature.</li> <li>• Identify and report organisational risks and mitigation plans to the Board</li> </ul>



<p>Proactively manage risks &amp; compliance – as a member of the SMT (in addition to specific accountability for H&amp;S)</p>	<ul style="list-style-type: none"><li>• Ensure adherence to all legislative and compliance requirements across all functions.</li><li>• Ensure that Regional risks are identified and regularly reviewed and that mitigation plans are developed and implemented.</li><li>• Foster a culture of Health and Safety in which our employees and volunteers are encouraged to identify risks and respond to them quickly and effectively</li><li>• Ensure that all Health and Safety processes are carried out promptly and effectively:-<ul style="list-style-type: none"><li>○ Investigations of accidents, incidents and hazards</li><li>○ Maintain accurate records regarding Hazard Forms, etc.</li><li>○ Address complaints in a timely manner</li><li>○ H&amp;S as standard agenda items at team meetings with documented outcomes</li><li>○ H&amp;S Committee minutes read and actioned as required.</li></ul></li><li>• Take responsibility for ensuring Health and Safety training, induction, audits, etc. are maintained to ensure a safe work environment and to mitigate risks.</li></ul>
--	---

## KEY RELATIONSHIPS

### Internal

- Senior Management Team
- SPCA New Zealand Team (Staff and Volunteers)
- The Board and in particular the Chair and the Chairs of the Sub-Committees

### External

- Members of the public, customers, supporters and donors
- MPI
- Members of Parliament
- Other animal welfare agencies
- Media
- Sponsorship partners
- Suppliers and contractors
- Education stakeholders



## **DELEGATED AUTHORITIES**

As per Annual Plan and Budgets and Delegated Authority Policy.

## **EDUCATION & EXPERIENCE**

### **QUALIFICATIONS**

- Undergraduate degree in a relevant discipline is required and a postgraduate qualification would be an advantage.

### **SKILLS & EXPERIENCE**

- Experience and/or understanding of and empathy for animal welfare would be an advantage
- Superior leadership capability and proven experience in developing effective teams
- Experience in leading large scale transformational change
- Good all round general management competencies, a strong results orientation and excellent communication skills
- Previous leadership experience in a 'not for profit' organisation
- Strong financial and commercial acumen and experience
- Collaborative working style with a track record of building effective relationships, including with the media, business and community groups
- Experience in managing an organisation with a diverse stakeholder base
- Experience in and understanding of the Health and Safety at Work Act and in developing a health, safety and wellbeing culture

### **PERSONAL ATTRIBUTES**

- Enthusiasm, passion and drive to take the organisation through change and into a future-state
- Executive presence, including being a skilled public speaker with the ability to build relationships with media and leaders in the commercial, 'not for profit' and government sectors
- Personal confidence and experience to interact with the Board in an open and honest manner
- Commitment to promoting honesty and integrity in all actions and encouraging the same in others
- Political 'nous' including the ability to read situations and display sound judgement.