

TITLE OF POSITION:	Executive Officer
LOCATION:	Negotiable
REPORTS TO:	Chairperson, NZRC Executive
DATE CREATED:	April 2009

ABOUT THE NZRC

The New Zealand Resuscitation Council (NZRC) is an incorporated society and a charitable entity. The Council was established in 1996 as the guideline and standard setting body for resuscitation in New Zealand and to foster and promote excellence and consistency in the education and practice of resuscitation. It also provides a forum for discussion and a resource for people involved in the research and training of resuscitation.

An Executive Committee of six (6) provides a governance function for the Council and is supported by three (3) sub committees – Education, Medical and Funding.

The Council has representation from all major providers of resuscitation including: Australian and NZ College of Anaesthetists, Pediatric Society of NZ, Royal Australasian College of Surgeons, Australian and NZ Intensive Care Society, Cardiac Society of NZ, Australasian College for Emergency Medicine, The NZ College of General Practitioners, The NZ Cot Death Association, NZ Defense Force, The NZ Nurses Organisation, St. John, NZ Red Cross, Surf Life Saving NZ, The Royal Life saving Society of NZ, Private Emergency Care Association of NZ and CORE Instructors of NZ.

STRATEGIC PRIORITIES

The NZRC 2008-2013 Strategic Plan has identified a number of strategic priorities over the period. These include a sound Council and administrative structure, secure funding, government recognition, standard setting, community presence and data collection. A copy of the strategic plan is available upon request.

KEY RESPONSIBILITIES

1. Deliver and implement priorities within the strategic plan in consultation with the Executive
2. Prepare and action an annual management plan and budget, regularly monitor and report to the Executive on progress against both
3. Assume overall responsibility for the management of day to day operations of the NZRC
4. Lead, manage and engage NZRC staff and contractors in a way that enables them to achieve the organisation's strategic goals and performance measures
5. Service and support the governance function of the NZRC, oversee meeting preparation including agendas, minutes, travel and associated bookings
6. Service and support the advisory and sub committee functions of the NZRC – medical, education and funding
7. Ensure the prudent financial management of the NZRC
8. Enhance existing revenue streams and develop new sources of revenue for the organisation alongside the NZRC Funding Committee
9. Maintain and develop functional relationships with the NZRC Executive and key stakeholders (including member organisations, government bodies, international partners, funders and sponsors)
10. Lead the Council's diverse member organisations to ensure an understanding of, and commitment to, a common vision and direction for resuscitation in NZ
11. Develop effective and positive public profile perceptions of the NZRC
12. Develop effective communication channels of key NZRC information through a variety of mediums – website, newsletters, resources etc
13. Ensure all of the NZRC event and conference management focus is robust and meets established educational, marketing and/or financial objectives

FUNCTIONAL RELATIONSHIPS

The primary functional relationships of the Executive Officer include:-

- Chairperson and Executive, NZRC
- Education, Medical and Funding Committees, NZRC
- Member Organisations, NZRC

Other significant relationships of the Executive Officer include:-

- Australian Resuscitation Council (ARC)
- Sponsors
- Selected Trusts
- District Health Boards
- International Liaison Committee on Resuscitation (ILCOR)
- New Zealand Qualifications Authority (NZQA)

PROFESSIONAL CAPABILITIES AND PERSONAL ATTRIBUTES

Professional Capabilities

- Ability to identify and act on strategic opportunities and emerging issues
- Strong IT skills with proven ability to use Microsoft Office Products including Word, Excel, PowerPoint etc.
- Revenue generation / business development experience
- Budgeting and resource management in an environment where funding is tight
- Leading and managing staff and volunteer networks
- Results driven and accountable
- Ability to organise and manage multiple tasks and projects to meet deadlines
- Affinity for not-for-profit sector organisations and values
- Ability to lead an organisation comprising a diverse group of stakeholders
- Strong networking ability, understands the value of building effective stakeholder relationships
- Effective and articulate communication skills (written and verbal)
- Demonstrates an ability to express thoughts and ideas clearly to a range of audiences in a variety of contexts

Personal Attributes

- Honest, high standards of integrity and personal commitment to excellence
- A self starter with a strong work ethic
- A positive role model who demonstrates maturity
- Trusted by key stakeholders and member organisations
- Resilient
- An affinity to health and well being generally
- Undertakes an analytical approach to evaluate decisions/proposals

QUALIFICATIONS

Essential

- Relevant and demonstrated experience in a similar management position
- Knowledge and understanding of education frameworks, programs and resources

Preferred

- A relevant tertiary qualification
- Demonstrated resuscitation knowledge and expertise
- Presenting / public speaking experience

TERM

The term of the appointment will be discussed with the successful applicant

REMUNERATION

A competitive remuneration package will be available to the successful candidate. The package will be

negotiated with the NZRC Executive and will reflect relevant experience and expertise.

DELEGATIONS OF AUTHORITY

Capital Expenditure	TBC
Operational Expenditure	TBC
Signatory Authorisation	TBC

RESPONSIBLE FOR

Staff	NZRC National Administration Coordinator
Budget	TBC

APPLICATIONS

Expressions of interest should be forwarded by **Friday 5 November 2009** to the Chairman, NZRC.

Preferred Format: 1-2 page letter of introduction and an accompanying CV of no more than 6 pages.

This information should be sent electronically to richarda@adhb.govt.nz

ENQUIRIES

Confidential enquiries should be directed to Dr. Richard Aickin (Chairperson – NZRC) on 021 884 636 or richarda@adhb.govt.nz