



EXECUTIVE OFFICER

A role for someone who has a great passion for dogs and dog related sports and activities.

Location: Adelaide - Kilburn

Employment: Full time and ongoing

Salary: \$80-\$90k depending on skills and experience

Other benefits: 4 weeks annual leave, superannuation

Relocation allowance: A relocation allowance covering main removal fees will be considered for interstate applications

Hours: Mon to Fri 8.30 am to 4.30pm. Out of hours work will sometimes be required.

About Our Client

Dogs SA (otherwise known as the South Australian Canine Association) is a passionate member based body dedicated to the preservation of the integrity of pure-bred dogs through ethical and sustainable breeding and legitimate registry. Dogs SA advocates to preserve and advance the role of all dogs in the community through advocating for responsible owners and the provision of relevant enriching and meaningful dog related activities and sports including: Agility, Obedience, Retrieving Trails, Dancing with Dogs, Earth Dogs, Sled Sports and Conformation Shows.

Dogs SA seeks to be the acknowledged authority on all canine-related matters in the community, representing all dog owners and their dogs.

The core values of Dogs SA are: Excellent customer service, integrity and high ethical standards in all they do, respect, responsibility, sportsman/sportswomanship, leadership, kindness and courtesy to all.

Job Description

The role directly supports the Dogs SA Mission Statement by managing an exemplary customer service to the members, the public and other stakeholders, internal and external to the organisation.

The role is highly autonomous, reporting directly to the Dogs SA Council. The successful candidate will be responsible for the oversight of the administrative delivery of the strategic plan and its key priorities; ensuring that the objectives of the plan are met by taking the required actions to put plans into action and collaborate with key team and Members of the Dogs SA Council.

You will be responsible for understanding the business, financials, governance and human resource related activities and taking appropriate action as necessary to allocate resources to meet the performance measures of the Dogs SA strategic plan in a timely manner.

Specifically, your role responsibilities will include:

- **OFFICE MANAGEMENT & GOVERNANCE-** Accountable for oversight of the office and associated operational activities with particular attention paid to governance, business, human resources and customer service. Ensure policies and procedures are established. Ensure that there is adequate technology and infrastructure to achieve all objectives. Oversight of registers and operational systems and policy implementation. Provide high level executive operational and administrative support to the Dogs SA Council. Organise and produce the agenda and briefing papers for Councillors and attend meetings and events as required. Manage a small team.
- **DELIVERY OF BUSINESS STRATEGIC PLAN** - Ensure the delivery of the strategic plan on time via strategic engagement – Under the broad direction of the Council, you will be responsible for the coordination, tracking, reporting and management of the Dogs SA Strategic Business Plan and other strategic priorities as determined by Council. Liaising with ANKC and other State or National Agencies as required.
- **STAKEHOLDER MANAGEMENT** – Explore opportunities for community engagement with a view to increase membership.
- **FINANCIAL MANAGEMENT** - Understand the financials and ensure resources are allocated appropriately. Review annual budget, oversee the production and explanation of monthly financial reports to Council, the follow up of outstanding accounts and liaise with accountants and auditors to ensure the governance and Constitutional requirements of the Association are met.
- **CUSTOMER SERVICE** - Ensure the highest level of customer service is provided to members and clients inside and outside of the organisation. Provide members and affiliates, guidance to carry out activities within the rules and regulations of the Australian National Kennel Council (ANKC) and Dogs SA. Carry out all duties in accordance with Dogs SA Constitution and Rules.
- **HUMAN RESOURCES** – Managing a team of 4 administrative staff to ensure that the office runs efficiently and effectively. Ensure all policies and procedures are efficient and adapt them as required. Responsible for the recruitment and leadership of employees, training, induction, career planning, performance reviews, counselling and coaching and management of workloads. Attend professional development activities. Ensure that Health and Safety policies and procedures are adhered to, minimise risks, educate staff, complete accident/injury forms.

The Successful Candidate

The ideal candidate will have a very strong background in business administration and will have held a similar role to the above in the not for profit sector. It is essential to have experience in governance, human resources and team management, financial literacy and know how to provide excellent customer service.

Candidates must have an understanding and fundamental knowledge of the ANKC and the member based, State Controlling Bodies which provide opportunity for the pursuit of dog related sports in Australia.

The ideal personal qualities for this role are: Integrity, honesty, excellent communication and organisation skills, maintains confidentiality, kind and considerate, works to deadlines, works well as a strong collaborative leader alone and with the team.

The ideal skills and experience for this role are: Understands ANKC and Dogs SA, team and office management skills, stakeholder engagement, social media, computer skills, financial skills, HR skills and strong governance skills.

If you are looking for the next step in your career, have a very keen interest in the dog world and have a friendly yet resilient can do attitude and the ability to lead as well as collaborate with our friendly team, then we would love to hear from you.

In return you will receive an attractive salary, superannuation, free parking, your own office and a great working culture.

If you would like to be considered for this role please send a 2-3 page CV and cover letter. In addition, please put together a document (1000 words or less) outlining the value, knowledge and relevant skills and experience you can bring to the Association.

Please send this information to:

Natalie@jobcoachingco.com

Applications Close Mon Dec 20 2021.