

POSITION DESCRIPTION



Position Description Classification Approved	Date
Human Resources Branch	31/05/22

POSITION DETAILS	
Position Title:	Director, Veterinary Teaching Hospital (VTH)
Position Number:	00023842
Classification:	Senior Manager Level 1
Faculty/Division:	Faculty of Sciences, Engineering and Technology (SET)
School/Branch:	Veterinary Teaching Hospital
Reports to (position title):	Faculty Executive Director
Delegations:	As prescribed in the Delegations of Authority framework
Special Conditions:	- Reasonable workplace adjustments will be made for people with a disability - May require out of hours work and travel
Significant Working Relationships:	- Head of School, Animal and Veterinary Sciences - Executive Dean, Faculty of Sciences - Clinic based Academic and Professional Staff - Business Manager, Heads of Departments and Academic program coordinators - VTH clients, external stakeholders and local business owners

POSITION SUMMARY
The University of Adelaide is a leading research intensive and teaching university. The Faculty of Sciences, Engineering and Technology (SET) comprises twelve schools and a number of discipline specific research centres, encompassing Engineering, Maths, Computer Science, Biology, Physics, Agriculture Food and Wine and Animal Science. Our world-leading research is innovative and positively contributes to society. The Faculty of SET offers an extensive range of undergraduate and postgraduate programs which provide an extraordinary Adelaide experience. Our graduates are highly skilled, well-rounded, and prepared for the future as global citizens. The Faculty of SET aims to create an innovative, agile working environment which is recognised for leadership in teaching, research, and global engagement. The School of Animal and Veterinary Sciences (SAVS) is located on the University's Roseworthy Campus situated in rural countryside about an hour drive north of the Adelaide CBD. The School has approximately 160 staff and provides tertiary level education to approximately 980 students. The School delivers undergraduate programs leading to Bachelor degrees in Animal Science, Animal Behaviour, Veterinary Bioscience and Veterinary Technology, a postgraduate Doctor of Veterinary Medicine (DVM) program and offers a range of higher degree by research opportunities. In partnership, with the School of Animal and Veterinary Sciences, the VTH operates on a commercial basis to provide veterinary services to external clients. The key responsibility of the Director, VTH will be to provide innovative and forward-thinking leadership of all activities in the VTH. The key priorities are to provide an outstanding environment for clinical training of students enrolled in the DVM and Veterinary Technology Programs, and deliver high quality veterinary services to fee paying clients across all animal species relevant to the training needs of the school. This position will be accountable for providing oversight and governance of operational excellence, setting and monitoring of financial targets and performance, strategic business planning, high-quality customer engagement and care and maintenance of an acceptable teaching environment. This is in accordance with all safety requirements, Federal, State, and local government regulations, University policies and relevant accreditation requirements. The Director position will report directly to the Faculty Executive Director while working collaboratively with the Head of School of Animal and Veterinary Sciences (SAVS). The Director will need to develop close and effective working relationships with relevant committee members.

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KEY RESPONSIBILITIES	
Strategic Delivery	• Provide direction and leadership of the annual strategic business plan, commercial/ financial targets incorporating sound business and professional practices that maximise the VTH's efficiency and highlight growth opportunities. • Develop, manage and report on key performance indicators (KPI's) for the VTH. • Implement an integrated financial plan to drive budgetary targets, marketing initiatives and financial reporting to support, long term sustainability of the VTH. • Provide objective strategic advice and recommendations to the Faculty of Sciences regarding leadership, workforce and governance requirements. • Within the VTH, optimise the teaching environment to assist SAVS to meet clinical outcomes for students, while implementing a quality framework that encourages growth and innovation for the clinical services. • Work collaboratively with the Head of SAVS to ensure that mandatory veterinary accreditation standards relevant to the operation of the VTH are achieved.
Management of Hospital Services	• Oversight of all operational requirements of the VTH, including direction of staff within a clinical environment, financial management, marketing, customer delivery, health and safety and adherence to legal and ethical standards. • Identify strategies to direct changes in efficiency, productivity, and financial sustainability of the VTH while best serving our clients and referral community. • Develop a risk mitigation plan to achieve quality assurance and accreditation for the VTH. • Ensure Clinical Federal, State, and local government regulations are complied with in all practice protocols, policies to ensure an integrated clinical strategy.
Stakeholder Engagement and Management	• In conjunction with academic staff / clinicians, develop positive, respectful relationships with referring practices, local veterinarians, suppliers, providers and industry contacts. • Identify areas for improvement and partnering with external clients and stakeholders to improve outcomes and growth. • Provide a collaborative leadership perspective and experience promoting the highest quality and safety in delivery of veterinary services and veterinary educational programs. • Provide a collaborative approach with academic staff to support opportunities to conduct clinical research and scholarly activity.
Other reasonable duties commensurate with classification level.	

PEOPLE MANAGEMENT RESPONSIBILITIES
In leading and managing staff within the VTH: • Provide inspirational leadership, a sense of purpose, coaching and effective management that is consistent with the values (integrity, respect, collegiality, excellence and discovery) and objectives of the University. • Grow and lead a high performing team including engaging staff in the annual Planning, Development and Review cycle. • Support a culture of high engagement, commitment and performance by providing specific and timely feedback to staff, and by modelling to staff the use of the HR recognition program consistent with the HR Guiding Principles and Behaviours. • Encourage and embrace diversity, enable staff development and opportunities in a fair, unbiased & ethical manner, and ensure effective leave planning to promote staff wellbeing. • Promote a safe work environment and compliance with University HSW policies and legislation. • Provide leadership and guidance in ensuring a service culture and student and client centric approach is applied throughout the VTH. • Lead, mentor and coach staff to promote continuous improvement, including undertaking on-the-job training/instruction and providing feedback and performance management.

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CAPABILITIES AND BEHAVIOURS

The Capability Dictionary is located at: <http://www.adelaide.edu.au/hr/docs/pdp-core-capability-dictionary.pdf>. The manager needs to identify those capabilities and behaviours relevant for the position and ensure the staff member reads and understands the capabilities and associated behaviours that align with the classification of this position.

UNIVERSITY EXPECTATIONS

Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University's [Code of Conduct](#) and the [Staff Values](#) and Behaviour Framework. Our values are integrity, respect, collegiality, excellence and discovery.

STAFF VALUES AND BEHAVIOUR FRAMEWORK

Our culture is one that welcomes all and embraces diversity consistent with our [Staff Values and Behaviour Framework](#) and our Values of integrity, respect, collegiality, excellence and discovery. We firmly believe that our people are our most valuable asset, so we work to grow and diversify the skills, knowledge and capability of all our staff.

SELECTION CRITERIA

Knowledge and Experience:

1. Demonstrated success in a position requiring leadership and management at a senior level and in a multidisciplinary veterinary service environment.
2. Substantial and demonstrated experience in implementing commercial growth and sustainability in a veterinary service environment.
3. Extensive experience and skills in strategic and business planning, leading and sustaining growth and innovation in clinical operations.
4. Demonstrated ability in project management; being adaptable and able to respond to emerging and competing priorities.
5. Demonstrated high-level abilities in human resources management, budgeting and financial management, and strategic planning and policy development.
6. Excellent negotiation, interpersonal and communication skills.
7. Demonstrated experience in HSW and risk assessment/ management to give informed guidance to local area leaders to develop and maintain a safe working environment.

Desirable

8. Previous experience in an academic or research environment.
9. Postgraduate qualification in business management and or leadership.

Qualification/s:

- A Veterinary Science degree (registerable in South Australia) is essential.