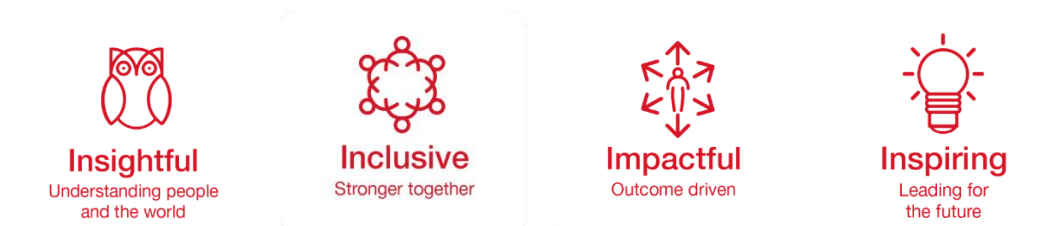


## Veterinary Enterprises Manager

Faculty of Science  
School of Animal and Veterinary Sciences

Classification	Level 8
Delegation Band	<a href="#">Delegations and Authorisations Policy (see Section 3)</a>
Hours per Week	35
Special Conditions	Out of hours work may be required
Nature of Employment	Continuing
Workplace Agreement	<a href="#">Charles Sturt University Enterprise Agreement</a>
Date Last Reviewed	September 2019

### Our University Values



### Our Core Competencies

Charles Sturt University (CSU) staff are expected to demonstrate the following competencies:

#### ***Set Direction and Deliver Results***

- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

#### ***Collaborate with Impact***

- Relating and networking.
- Working with people.
- Persuading and influencing.

#### ***Lead Self and Others***

- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

**Veterinary Clinical Enterprises**

[The Faculty of Science](#) delivers flexible, innovative [teaching programs](#) which provide graduates with the skills and knowledge to build a career, advance their profession and contribute to their community. We currently have more than 9000 students and over 500 staff dedicated to advancing scientific knowledge.

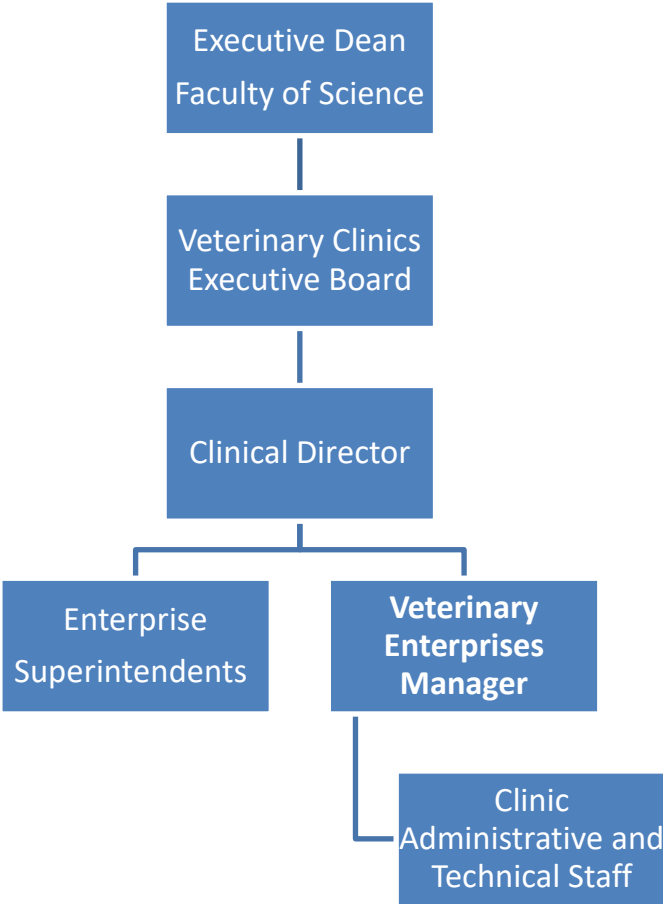
We are a leader in strategic and applied [research](#) in a wide array of sciences. We enhance and extend knowledge, train and educate future researchers and provide scientific solutions to current challenges. We achieve this through ethical practice, professional collaborations, industry involvement and a commitment to continual improvement.

We also provide a range of health and other services to our regional communities through our [enterprise](#) activities.

The School of Animal and Veterinary Sciences offers undergraduate courses in Animal Science, Equine Science and Veterinary Science. To support delivery of the Veterinary Science Course, three Veterinary Clinical Enterprises have been established to provide both learning and teaching environments and operate as commercial enterprises:

- [Veterinary Clinical Centre \(VCC\)](#)
- [Small Animal Referral Hospital \(SARH\)](#)
- [Veterinary Diagnostic Laboratory \(VDL\)](#)

**Organisational Chart**



**Reporting Relationships**

This position reports to: Clinical Director  
This position supervises: Administrative and technical staff of the 3x veterinary enterprises

## Key Working Relationships

- Superintendents
- Clients and Stakeholders
- Veterinary Clinics Executive Board
- Head of School
- Faculty technical managers

## Position Overview

The Veterinary Enterprises Manager is responsible for managing the staff and facilities of three of the most highly visible public units in the Faculty of Science. This position has key financial accountability for the Veterinary Clinical Centre (VCC), Small Animal Referral Hospital (SARH) and Veterinary Diagnostic Laboratory (VDL), and is also required to support the process of developing and maintaining clinical and laboratory facilities to a standard commensurate with requirements of the Veterinary Schools Accreditation Advisory Committee (VSAAC) accreditation, the Veterinary Practitioners Board of NSW and a range of laboratory standards.

The Veterinary Enterprises Manager will be expected to support a program to increase and expand the capacity and capability of the clinical enterprises to enable the School of Animal and Veterinary Sciences to deliver undergraduate and postgraduate veterinary training and conduct research, with staff and facilities that rank with the best in Australia.

## Principal Responsibilities

- Assist the Clinical Director to develop and implement strategic and operational plans for the clinical enterprises.
- Assist the Clinical Director to achieve financial outcomes as determined appropriate by the Veterinary Clinics Executive Board (VCEB). This will include developing and implementing processes for the effective management of resources, procurement, charging, and maintenance of facilities, staffing profile and budget reporting.
- Assist the Clinical Director to gather data and identify the contribution of enterprise activities to student teaching and learning outcomes, and contribute to the ongoing review process for accreditation of the veterinary science program.
- Manage staff and oversee operations of the veterinary enterprises to ensure delivery of clinical services of the highest contemporary standard, and compliance with health and safety and industry best practice.
- Support the Superintendents in ensuring that best practice is achieved as it relates to patient care, medical records, pharmacy and materials management, infrastructure technical services, client relations, and management of employees.
- Assist the Clinical Director and Superintendents to develop and implement efficient and effective business practices to underpin the operation of the enterprises and proactively seek new business opportunities.
- Work with the Clinical Director and Superintendents to ensure the enterprises and staff comply with regulatory requirements, including veterinary hospital licence and veterinarian registration with the NSW Veterinary Practitioners Board, laboratory standards and VSAAC guidelines for accreditation of the veterinary program.
- Develop and maintain appropriate stakeholder relations, including opportunities for internal and external funding and the development of industry partnerships that align with CSU's strategic plan.
- Collaborate with key stakeholders to market and promote services and enable effective fundraising and development of revenue for the enterprises.
- Attend regular meetings of relevant governance groups.

- Contribute to staff personnel management, working with Human Resources for employment legislation, administrative and technical staff recruitment, development and performance review.
- Other duties appropriate to the classification as required.

### **Capabilities**

- Highly developed ability to think strategically and provide analysis, advice and direction to support the long term targets in strategic objectives.
- Excellent interpersonal and communication skills, particularly regarding negotiation and facilitation.
- Highly developed analytical and problem-solving skills to facilitate the refinement of enterprise operations.
- The capability to build and maintain internal and external networks and effective relationships for the purposes of professional collaboration and collegiality and development of business opportunities to support the long-term targets of enterprise strategic plans.

### **Physical Requirements**

- Physically able to sit at a desk for extended periods of time to perform computing related activities, including keyboard and mouse operations.
- Work in other environments beyond the school such as other campuses as well as possible car and air travel. It will include work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy available at <https://policy.csu.edu.au/document/view-current.php?id=184>.

## **Selection Criteria**

Applicants are expected to address the selection criteria when applying for this position.

### **Essential**

- A. A degree with substantial extension of the theories and principles, normally requiring at least eight years' relevant graduate experience; or a range of management experience; or postgraduate qualifications with relevant experience; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Considerable experience in financial management and administration, preferably in a university environment or a substantial organisational unit.
- C. Proven high level planning, analytical, problem-solving and organising skills, being able to set priorities, allocate tasks, coordinate resources and achieve deadlines across multiple teams.
- D. High level budgetary experience, including the ability to produce financial reports, interpret financial data and use these data to forecast and plan accordingly.
- E. Considerable experience in supervising and leading staff, and the ability to identify and use appropriate methods, skills and styles to coach, lead and refines group efforts to meet client needs, quality standards, and corporate goals.
- F. Demonstrated high level of interpersonal and communication skills both written and verbal, and capability to successfully influence and negotiate to achieve work objectives.

### **Desirable**

- G. Demonstrated relevant experience in veterinary practice.

## **Information for Prospective Staff**

### **Your Application**

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to [www.csu.edu.au/jobs/](http://www.csu.edu.au/jobs/).

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

### **Staff Benefits**

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

### **Essential Information for Staff**

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Workplace, Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at: <https://www.csu.edu.au/about/policy>.

The following links are listed from [CSU Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)