

## Position Description

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<b>Title:</b>	Business Manager GIA Operations Limited (GOL)
<b>Reports to:</b>	Chief Executive
<b>Location:</b>	Wellington
<b>Date:</b>	February 2021

### Purpose of the position

GOL is a co-operative company established to run the corporate activities of the Government Industry Agreement for Biosecurity Readiness and Response (GIA). GOL actively facilitates and, where necessary, drives the implementation of the partnership described in the GIA Deed ([www.gia.org.nz](http://www.gia.org.nz)). It is independent of government and the industry organisations it serves, and acts in the interests of all Signatories.

The purpose of the Business Manager, GOL is to provide financial leadership and corporate support across a wide range of activities in the GIA partnership. The Business Manager will work closely with GOL Chief Executive and Board, Biosecurity NZ, the GIA Deed Governance Group and other GIA governance groups, and primary sector industry representatives, to achieve this purpose.

Because of its small size GOL employees must be prepared to carry out all aspects of the relevant task, which can range from basic administration to strategic policy development and advice and everything in between

### Principal responsibilities

1. Providing strategic recommendations to the CEO, Board and wider GIA signatory group, including advising on long-term business and financial planning
2. Managing the processes for financial forecasting and budgets, and overseeing the preparation of all financial and other reporting, including taxation, cashflow planning and management, and invoicing. This includes cost share calculations and reconciliations amongst GIA partners.
3. Company administration and statutory compliance
4. Managing GOL procurement and contract management activities
5. Developing and implementing performance and success measures across GIA
6. Assisting with the facilitation of governance meetings and implementing other governance arrangements, including acting as the administrator for designated governance bodies and Operational Agreements (a corporate secretary type function).
7. Documenting and implementing GOL governance and administration processes, including systems for calculating activity costs and payments for consideration and agreement by the relevant signatories

8. Facilitating the development and documentation of operational policies and procedures including:
  - Finance and accounting processes
  - Operational agreement governance and administration – content and development processes
  - Providing a repository of shared knowledge amongst signatories
  - Policy advice relating to the broader biosecurity system and its relationship to GIA
9. Establishing and developing relationships with external partners and stakeholders
10. Other duties as required

**Key result areas**

These key result areas for the position will be reviewed together with those for GOL during normal business and budget planning processes.

1. Operational systems and processes for the Deed Governance Group (DGG), the GIA Executive Committee (GEC), GOL and the Secretariat are developed and endorsed, including operational rules and administrative arrangements for the DGG and Secretariat
2. Arrangements for Deed governance are implemented.
3. Signatories are attaining tangible benefits from signing the GIA Deed
4. The finance and administration systems for readiness and response are developed consistent with the Deed.
5. GIA signatories are satisfied with the services provided

**Dimensions of the position**

The position has no direct reports or financial delegation, but in time will have the ability to incur operational expenditure within approved budget and delegated authority.

**SECURITY CLEARANCE**

Criminal Conviction and qualification Checks, along with referee checking, will be carried out before the appointment is confirmed.

**Education, skills and experience**

<b>Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualification in the relevant discipline or equivalent experience.</li> <li>• Accountancy qualifications or equivalent experience</li> </ul>
<b>Experience and knowledge</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience in administrative, financial and personnel systems and processes; and in developing and implementing support systems within government organisations or</li> </ul>

	<p>peak bodies.</p> <ul style="list-style-type: none"> <li>• Knowledge of strategic and business planning processes and a demonstrated ability to achieve business outcomes through their application.</li> <li>• Experience in analysing technical issues and making business decisions with financial impact.</li> <li>• Experience in managing relationships and consultation with an assortment of government and industry stakeholders, or equivalent.</li> <li>• Must be able to operate independently, and be prepared to be a 'one stop shop' for tasks responsible for</li> </ul> <p><b>Desired</b></p> <ul style="list-style-type: none"> <li>• Experience and understanding of domestic and international biosecurity issues.</li> <li>• Knowledge of Primary sector business environment, strategic priorities, strengths and weaknesses.</li> <li>• Experience engaging auditors, for audit and review</li> </ul>
<b>Skills</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Project management skills, including experience in leading projects and achieving effective outcomes in situations where there are diverse interests.</li> <li>• Proven facilitation skills.</li> <li>• Communications and presentation skills.</li> <li>• Must be a strong business writer (board papers and the like) and have intermediate excel skills</li> </ul>

# GIA OPERATING FRAMEWORK

