


Job Title:	Vice President	LAOKO Snowy Mountains Wildlife Rescue		
Group:	Executive			
Location:	Cooma Monaro Area	Travel Required:	Yes	
Level:	Executive?	Position Type:	Volunteer part time	
Date appointed:	Dec 2020			

Job Description

AUTHORITIES

The vice president has discretionary authority to expend LAOKO funds up to the value of \$100 without first seeking committee of management authority.

ROLE AND RESPONSIBILITIES

Act in place of the president when s/he is unavailable. Is a member of the LAOKO executive team.

The vice president has the responsibility to:

- Assist the president to address problems as they arise – within LAOKO and outside the organisation, undertake special projects and lead sub committees on a needs basis.
- Together with the president, support all co-ordinators and help prevent and address problems as they arise.
- Act as the NSW Wildlife Council (NWC) representative or an alternate role for LAOKO.
- Assist the president and HSEQ team to address complaints and internal system issues, eg. continual improvement, non-conformances in LAOKO Policies/ Procedures.
- Authorized media spokesperson

QUALIFICATIONS AND EDUCATION REQUIREMENTS

The vice president will have good communication skills and experience working with people and teams of people and information technology (IT) skills, particularly emails as a minimum. The person must have a good understanding of conflict management and have conflict management skills and experience. Must agree to follow the NPWS licence and all relevant wildlife policies, Codes of Practice and guidelines mandated through NPWS and NWC and relevant legislation.

PREFERRED SKILLS

The vice president will have an understanding / overview and experience in the wildlife sector, training in various wildlife species. Good understanding of the NPWS licence, relevant wildlife policies and guidelines mandated through the NPWS and NWC. The vice president will be familiar with management systems, policies and procedures. Management training or experience in supervisory or management roles is-desirable. The role requires the use of electronic media for communications, some IT knowledge and experience with various programs/ applications, eg. Google Docs., databases, MS Word is desirable.

Knowledge and experience of some wildlife operational aspects of rescue, care, euthanasia.

ADDITIONAL NOTES

The vice president must have capacity to devote some time each week to LAOKO and be prepared to respond to emails on a regular timely basis and travel.

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Prepared By:	Guy Palframan (HSEQ Coordinator)	Date:	18 Mar 2021
Reviewed By:	Lisa, Elena	Date:	24 Aug 2021
Agreed By:		Date: 2021
Last Updated By:	Guy Palframan	Date/Time:	25 August 2021