



New Zealand Dental Therapists' Association  
(Incorporated)

## Executive Officer – Role Description

November 2011

**Responsible to:**

The Executive Council of NZDTA through the President

**Hours of Work:**

0.4 – 0.06 FTE Negotiable

**Salary Range:**

\$55,000-\$70,000 FTE

**Responsible for:**

Supervision of any other staff appointed to work for NZDTA

**Commencement date:** Early February 2012

**Functional (Working) relationships:**

- Members of NZDTA
- NZDTA Executive Council
- NZDTA lawyer
- Dental Council of NZ
- Ministry of Health Chief Advisor Oral Health

**Key Liaisons**

- Other professional Associations
- Unions
- DHB School & Community Dental Services
- NZ School & Community Oral Health Services' Society

**Other liaisons**

- Minister of Health
- DHB NZ

**Primary Objectives**

1. To act as the Executive Officer of the Association.
2. To facilitate the development and implementation of the Strategic Plan for the NZDTA.
3. To co-ordinate and facilitate the development of national policy, protocols and procedures.
4. To respond to initiatives as required in accordance with national policy protocols and procedures.
5. To co-ordinate all activities for NZDTA within New Zealand as specified by the Executive Council.
6. To manage the day to day running of the NZDTA
7. To manage the finances of the NZDTA if required
8. To act as the Coordinator of the NZDTA Continuing Professional Development (CPD) Programme if required

Key Responsibility Areas	Tasks	Expected Outcomes
Strategic Planning	<p>To facilitate the development and ongoing maintenance of a 5 year strategic plan</p> <p>To develop and maintain current business plans for the Association</p> <p>To ensure all NZDTA Executive Council committees establish goals within the strategic plan and work to implement them</p>	<ul style="list-style-type: none"> <li>• The Strategic Plan is developed and maintained on an ongoing basis.</li> <li>• An annual plan is developed each year.</li> <li>• NZDTA committees or working parties have clear aims and objectives</li> </ul>
Policy Development	<p>To facilitate the development of policy by the Association</p> <p>Produce policy documents as required by the Executive Council</p>	<ul style="list-style-type: none"> <li>• Policy is researched as appropriate</li> <li>• Executive Council members and others are liaised with over the development of policy</li> <li>• Policy development forums are established as appropriate</li> <li>• Policy papers are developed as required</li> <li>• Draft policy documents are developed and submitted for the Executive Council approval</li> <li>• Policy documents are produced and circulated</li> </ul>
Service to Members	<p>Identify the needs and concerns of members</p> <p>Respond effectively to the needs and concerns of members</p>	<ul style="list-style-type: none"> <li>• Identified needs of the membership are communicated regularly to Council</li> <li>• Members' queries and requests are responded to within 10 working days</li> </ul>

	<p>To be the key contact person for the ANZJDOHT</p> <p>To liaise with the NZDA in regard to of Professional Indemnity Insurance for NZDTA members.</p> <p>To work with the webmaster to ensure the continued development and maintenance of a quality website for the Association</p>	<ul style="list-style-type: none"> <li>• Strategic plan includes responses to identified membership needs</li> <li>• All relevant information is provide to Journal committee members</li> <li>• Indemnity insurance is actively promoted.</li> <li>• The Association has a website useful to members.</li> <li>• The website is maintained on a regular basis</li> </ul>
Membership	<p>Facilitate membership recruitment</p> <p>Maintain a register of members</p>	<ul style="list-style-type: none"> <li>• NZDTA is promoted to potential members</li> <li>• Membership of the Association is maintained/increased</li> <li>• An accurate database of membership details is maintained</li> </ul>
Staff Management	<p>To supervise any staff employed by the NZDTA and ensure that the Association is a good employer</p> <p>Supervise other staff</p>	<ul style="list-style-type: none"> <li>• Staff are appointed as necessary and in accordance with financial constraints laid down by Executive Council</li> <li>• All staff have a written contract of employment and job description</li> <li>• Appropriate policies and procedures are in place</li> <li>• Staff report to the Executive Officer on a day to day basis</li> <li>• A performance management system is in place and being used</li> </ul>

	<p>Ensure safety and security of all staff and the environment are maintained at all times</p> <p>Staff have access to professional development</p>	<ul style="list-style-type: none"> <li>• There is a process for hazard identification, elimination and minimisation</li> <li>• There is a register of hazards maintained</li> <li>• The provisions of the Health and Safety in Employment Act are adhered to</li> <li>• Annual objectives for professional development are set and participation recorded</li> </ul>
<p>Financial Management</p>	<p>To assist in the development of the annual budget – including the recommending of annual membership subscription levels to the AGM.</p> <p>To establish financial management systems.</p> <p>To assist in the development of the 5 year capital expenditure budget</p> <p>To manage the NZDTA financial component of the ANZJDOHT partnership to the extent required.</p>	<ul style="list-style-type: none"> <li>• All information necessary for the setting of the budget</li> <li>• There are payment options in place for payment of NZDTA annual subscription fees</li> <li>• Any changes to subscriptions are implemented in line with the NZDTA rules</li> <li>• Members and potential members are informed about payment options.</li> <li>• Invoices are sent out annually and include information about payment options.</li>   <li>• An asset register is in place and kept up to date.</li> <li>• An accurate asset register is provided annually prior to financial audit.</li> <li>• A 5year capital expenditure budget is in place</li>   <li>• Financial agreements with ADOHTA are in place and functioning in a timely manner</li> </ul>

<p>NZDTA Liaison</p>	<p>Co-ordinate all Executive Council, and Annual General Meetings</p> <p>Arrange travel to meetings and accommodation for meetings</p> <p>To record, circulate and maintain minutes of all Executive Council and Annual General Meetings</p> <p>To coordinate all NZDTA Executive Council elections</p> <p>To prepare a quarterly Executive Officer report</p> <p>To report regularly to the NZDTA National President.</p>	<ul style="list-style-type: none"> <li>• An annual diary of meetings is established</li> <li>• Members are advised of the time place and method of meeting</li> <li>• Agendas, remits and postal voting papers are compiled and circulated in accordance with the Rules of the NZDTA</li> <li>• Travel and accommodation are arranged as necessary for meetings</li>   <li>• Minutes are taken</li> <li>• Minutes are circulated within 14 days of a meeting being held</li> <li>• Minutes are held at the National Office of the Association</li>   <li>• Nominations are called and elections conducted in accordance with the Rules.</li>   <li>• Executive Officer quarterly report is circulated to members.</li>   <li>• The President and Executive Officer shall meet on a two-weekly basis</li>   <li>• As matters arise they are communicated to the President by email.</li> </ul>
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	<p>To provide support to NZDTA President and the Executive Council.</p> <p>Provide support to, and liaise with working parties and standing committees</p>	<ul style="list-style-type: none"> <li>• All news letters are circulated</li> <li>• Other administration support is provided as required.</li> <li>• Working parties and Standing Committees are established in accordance with NZDTA Rules</li> <li>• Administration support is provided as required</li> </ul>
Advocacy	<p>To develop and maintain liaison with Government Departments and Agencies</p> <p>Make representations on issues that affect dental therapists as a whole, or members of NZDTA in particular, as directed by the NZDTA Executive Council.</p> <p>To advocate on behalf of individual dental therapists or dental therapy branches who require support</p>	<ul style="list-style-type: none"> <li>• Relationships are developed with appropriate personnel at ACC, and the Ministry of Health</li> <li>• Contact is made with other Government agencies on an “as required” basis</li> <li>• Submissions are prepared on relevant issues</li> <li>• Where appropriate, presentations are made</li> <li>• Where appropriate, letters of support are provided</li> </ul>
Association Administration	<p>To ensure that information is available as necessary</p> <p>To ensure that the Rules of NZDTA are maintained appropriately</p> <p>To develop and maintain appropriate office systems</p>	<ul style="list-style-type: none"> <li>• The archives, files and other NZDTA documents are compiled and maintained as practicable</li> <li>• Original copies of the NZDTA Rules are held at NZDTA National Office</li> <li>• Alterations to the Rules are registered with Registrar of Incorporated Societies</li> <li>• There are clearly documented office</li> </ul>

	To negotiate and administer any contracts on behalf of the Association	<p>procedures for all regular functions of the National Office</p> <ul style="list-style-type: none"> <li>• All other contracts are negotiated and managed in accordance with the wishes of Executive Council</li> </ul>
Personal Professional	<p>To contribute positively to his/her own performance management</p> <p>To maintain his/her own professional development</p>	<ul style="list-style-type: none"> <li>• Annual objectives are set in August each year</li> <li>• All relevant information is made available to the NZDTA National President.</li> <li>• Professional development objectives are established each year and participation recorded</li> </ul>
To act as the NZDTA Continuing Professional Development (CPD) Coordinator if required	Management and administration of the CPD programme	<ul style="list-style-type: none"> <li>• Applications are received and forwarded to the Professional Development Committee (PSC) promptly.</li> <li>• Applicants are advised of the PSC decision promptly</li> <li>• The CPD database is kept up to date and accurate</li> <li>• Certificates of attendance are prepared and dispatched in a timely manner</li> <li>• CPD fliers/newsletters are prepared and sent out to all members as &amp; when required.</li> <li>• The CPD Toolkits are updated as required</li> <li>• The annual PSC meeting is organized in February and August of each year.</li> <li>• Copyright returns are furnished to Copyright Licensing Ltd quarterly</li> <li>• Copyright clearance is obtained for any material reproduced by the NZDTA for CPD use</li> </ul>

		<ul style="list-style-type: none"> <li>• The DCNZ learning objectives and outcomes database is up to date</li> <li>• The interim reports to the DCNZ are prepared and submitted on time</li> <li>• The re-application for NZDTA CPD provider status is completed and submitted by due date</li> </ul>
Other Tasks	To carry out any other related tasks that may be requested by the President and NZDTA Executive Council.	