



Executive Director Position Description

The New Zealand Society for Risk Management is an incorporated Society formed in 2001 with the objective of improving knowledge and practice of risk management in New Zealand. It now has almost 500 individual members and associates and has grown to the point where a part-time Executive Director position is required.

The management and governance of the Society lies with a Management Committee, members of which retire on rotation after terms of two years. Committee members may stand for a maximum of three terms. The Committee is assisted by a part-time Executive Officer who performs administrative functions such as handling membership applications and day-to-day finances.

OVERVIEW

The primary role of the Executive Director is to be the “public face” of the Society, actively seeking and delivering opportunities to promote the Society’s objectives, and advocating on behalf of the Society in political and other forums that are engaged in some aspect of the management of risk.

The Executive Director must have the passion and skills to provide strategic leadership and vision for improving the knowledge and practice of risk management in New Zealand. It is therefore anticipated that applicants will have been previously employed in a senior risk management role in an organisation of some size and significance. He/she should be motivated by the Society’s growing role in providing risk management leadership in New Zealand.

RESPONSIBILITIES

- Serves as spokesperson for the Society and must be able to articulate and promote the Society’s vision and objectives.
- Provides strong and innovative leadership with hands-on experience in running an organization or a significant part of it, and developing and implementing business plans.
- Leads the long-range and business planning process of the Management Committee, ensuring that benchmarks are established for measuring success and that the planning cycles recur as appropriate.
- Co-ordinates and leads the delivery of the business plan based on the approved strategic direction set by the Management Committee.

- Develops strategic partnerships with appropriate organisations and people to advance the interests of the Society.
- Creates and encourages a collegial and participatory working relationship with the Management Committee, where trust, integrity and open communication are valued.
- Builds a strong group of volunteers to assist in the running of the Society and its programmes, ensuring they are well-supported in their task.
- Develops Management Committee meeting agendas, in collaboration with the Chairman and Secretary, and regularly provides information to the Management Committee on activities in relation to the mission and progress toward the strategic goals adopted by the Board.
- Provides information and recommendations to the Board for setting or revising the Society's goals and objectives, operating policies, and business planning priorities.
- Recommends strategic and tactical initiatives that improve the efficiency and effectiveness of the Society's operation.
- Oversees the work performed by the Executive Officer.

EXPERIENCE:

- A highly regarded professional stature and credibility in the risk management discipline, coupled with strong leadership skills.
- At least five years' senior management experience in a risk management role.
- Experience in setting strategic direction and driving its realisation.
- Ability to channel and manage the expectations and needs of multiple constituencies including Society members, the Management Committee and other organisations with which the Society has or wishes to develop a strategic relationship.
- Ability to manage personnel, including remotely if required.
- Experience in working with a diverse community of people and organizations.

PERSONAL CHARACTERISTICS:

- Should have an open and inclusive management style and be comfortable with working and resolving issues in the public arena.
- Maturity and sound judgment are essential.
- At ease in the company of highly technical and numerate people.
- Excellent communicator with all people at every ,
- A leader and bridge builder.
- Good judgment and consensus building skills.
- Ability to work well under pressure and adapt easily to changing situations and priorities.
- Effective at leading and managing highly independent and self-motivated volunteers.
- The ability to prioritize and tackle multiple tasks and see the "big picture" are key.

LOCATION:

It is anticipated that the successful appointee would be located in either Auckland or Wellington.

HOURS

The position is approximately half-time (to be negotiated with the successful applicant), with the split between the internal and external activities expected to be approximately 50/50.