



**DEPUTY REGISTRAR**

**JOB & PERSON SPECIFICATION**

**MAY 2025**



## DEPUTY REGISTRAR

Position: Deputy Registrar, Veterinary Surgeons Board of South Australia  
Reports to: Registrar  
Hours of work: Part time 3 year contract

### BACKGROUND

The Veterinary Surgeons Board of South Australia (the Board) is a statutory authority established by the *Veterinary Practice Act 2003* (the Act) which registers South Australian (SA) veterinary surgeons (veterinarians) and regulates the provision of veterinary treatment in SA.

The Act falls within the portfolio of the Minister for Primary Industries and Regional Development and is self-funded through fees and charges fixed under the Act. Primarily these fees relate to the registration fees of veterinarians.

The Board is comprised of eight members, appointed by the Governor. Board members must have a range of expertise covering veterinary practice, university teaching, legal practice, animal health, safety and welfare knowledge and community use of veterinary services. Three members must be people who are not veterinarians and five must be veterinarians.

The Board is responsible for registering appropriately qualified veterinarians and accrediting facilities as veterinary hospitals. The Board has a statutory role in establishing administrative processes for handling complaints received against veterinarians and veterinary service providers.

The position of Registrar is a statutory position and manages the day-to-day operations of the Act in accordance with the Board's direction. The Deputy Registrar supports this position.

The Deputy Registrar's responsibilities include supporting the Registrar to maintain the register of veterinarians and laying complaints before the South Australian Civil and Administrative Tribunal (SACAT) alleging unprofessional conduct by veterinarians.

In 2026, the uncommenced *Veterinary Services Act 2023* is due to commence once Cabinet has approved the Regulations. This will see the additional regulatory functions increased to include the registration and monitoring of Veterinary Premises including complaints and maintenance of registers. The additional legislative responsibilities and administration have resulted in the need for a Deputy Registrar to work with the Registrar (Executive Officer under the new Act) to ensure the Board meets their fiduciary duties.

## JOB SPECIFICATION

### Governance

- Ensure the organisation's adherence to all relevant legislation, statutory and government requirements, especially through the accurate maintenance of appropriate registers.
- Support the Registrar to provide expert advice to the Board on all relevant matters to enable it to exercise its functions under the *Veterinary Practice Act 2003* – including to:
  - Recognise courses of education or training that provide qualifications for registration.
  - Determine requirements necessary for registration.
  - Establish and maintain registers.
  - Prepare and endorse codes of conduct, professional standards, and guidelines on continuing education for veterinarians.
  - Establish administrative processes for handling complaints received against veterinarians or veterinary premises.
  - Provide advice to the Minister.
- Support the Registrar to advise the Board of, and develop as directed, any governance, policy and procedures needed for the effective operation of the Board.
- Assist in the facilitation of Board meetings and other events in accordance with the Board's annual Board planner and prepare, or co-ordinate the preparation of agendas, papers, minutes, and other supporting material.
- Support the Registrar to manage notifications and complaints in accordance with legislative requirements and the direction or delegation of the Board, including the preparation of correspondence and reports.
- Ensure notifications and complaints are handled efficiently, effectively and with procedural fairness.
- Support the Registrar to prepare the Board's annual report and, following Board feedback and approval, arrange for submission to the Minister for Primary Industries and Regional Development.
- When required, fulfil the role of the Registrar in their absence.

### Operations Management

- Demonstrate professional and ethical practice in carrying out the business of the Board.
- Manage the day-to-day functions and activities of the Board in accordance with the Act, Regulations and Board policies and strategic plan.
- Support the Registrar to ensure that Board policies and decisions are effectively implemented.
- Ensure where required that staff comply with policies and standard operating procedures.
- Assist the Registrar to develop projected budgets and managing and monitoring the Board's annual budget.



- Assist the Registrar to prepare a strategic plan and financial strategy.
- Assisting the Board with the development and implementation of Board projects and reporting to the Board on outcomes.
- Ensuring proper probity standards are maintained in all operations of the Board.
- Identifying and implementing effective risk management practices
- Ensuring accurate records of all meetings (Board and Committees) are maintained.

### **Stakeholder Relationships**

- The Deputy Registrar reports to, and is accountable to, the Registrar and where required the Board through the Presiding Member.
- The Deputy Registrar is required to develop and maintain strong working relationship with all Board members, along with key VSBSA stakeholders including:
  - The Department for Primary Industries and Regions, the Department of Environment and Water, and the Department of Health.
  - Crown Solicitors' Office
  - The Australian Veterinary Association (South Australian Division).
  - The University of Adelaide.
  - Animal welfare organisations and organisations representing consumers of veterinary services.
  - Interstate veterinary Boards and the Australasian Veterinary Boards Council.
  - Other contractors and consultants are engaged to provide services to the Board or the Registrar.
- Instructing legal representatives regarding complaints and proceedings before the South Australian Civil and Administrative Tribunal.
- Represents the Registrar on behalf of the Board at appropriate government and profession forums, where authorised.
- Assist with the development of, and monitor, the Board's website, and other communication methods to ensure high quality, relevant and timely dissemination of information to stakeholders.
- If appropriate, participate as a member of VSBSA committees.
- Collaborate with the Registrar to actively communicate the role of the Board to veterinarians and other stakeholders.
- Effectively communicate with a wide range of stakeholders from diverse backgrounds with open and fair communication.
- In consultation with the Registrar, respond to queries from the profession, public and stakeholders on a diverse range of complex matters and ensure the Board's communication mechanisms are regularly maintained.



#### **Financial Administration**

- Assist the Registrar to ensure that finances are used effectively and efficiently to carry out the business of the Board.
- Assist the Registrar to prepare the annual budget for approval by the Board.
- Assist the Registrar to ensure financial reports are communicated to the Board in an accurate and timely manner.
- Assist the Registrar to oversee the preparation of the Board's annual statement of accounts for the annual audit.

#### **Management**

- Ensure adherence to work health and safety standards.
- Provide leadership to staff.
- Maintain the Board's hard copy and electronic records securely and confidentially.

### **SELECTION CRITERIA**

#### **Essential**

- Demonstrable experience reporting to a Board, including secretariat, governance, and reporting accountabilities.
- Demonstrable ability to develop and maintain effective relationships with key stakeholders.
- Sound financial management and budgeting skills.
- High level written and oral communication skills.
- Demonstrable knowledge of statutory processes and administration of legislation.

#### **Desirable**

- Relevant tertiary qualifications including law and/or governance, management, finance, and business administration.
- Experience in handling complaints within a legal framework.



## HOW TO APPLY

Applications should be addressed to Justin Hinora. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call (08) 8100 8827.

### **Please Note**

Your application will be automatically acknowledged by a return email.