



**EXECUTIVE OFFICER POSITION – UPDATED OCTOBER 2019**

*The Executive Officer position requires on average 40 hours per week. However the workload is variable across the year in line with activities. December through to end of February around 20 hours per week. March onwards the workload progressively increases culminating in October to 60+ hours weekly. Peak times this is 7 days weekly. Olives NZ members expect to be able to make contact by phone, text, email evenings and weekends.*

<b>Position Title:</b>	Executive Officer Olives New Zealand (Executive Officer)
<b>Responsible to</b>	President Olives New Zealand
<b>Status</b>	Self Employed Contractor (not an employee)
<b>Term</b>	This position is for a 6 month fixed term from 1 March 2021 to 31 August 2021.
<b>Job Purpose</b>	The position exists to provide administrative support to the Executive and Membership under the direction of the President to ensure the smooth administration of Olives New Zealand.
<b>Remuneration Indicator</b>	<p>A monthly remuneration of \$5,000 plus GST (if applicable) payable monthly in arrears.</p> <p>Where the incumbent uses their own motor vehicle for Olives New Zealand business, the IRD Motor Vehicle Reimbursement Rate will be paid.</p> <p>A telephone, laptop computer and printer will be supplied by Olives New Zealand. If the Executive Officer provides internet &amp; telephone connections to Olives New Zealand then these shall be reimbursed to the contractor.</p> <p>Olives New Zealand carries Association Combined Liability Insurance which covers Professional Liability and Director and Officers Liability.</p>
<b>Training</b>	Training will be provided and is outside of the term shown above.
<b>Expressions of interest</b>	To the President Olives New Zealand and close on 31 March 2020. Craig Leaf-Wright - leafyridgeolives@outlook.com

## Person Specification

### Qualifications

<i>Essential</i>	<i>Desirable</i>
Administration skills	Business management or financial accounting qualification
Advanced user of Xero, MS Word, Excel and PowerPoint and other computer applications	

### Knowledge & Experience

<i>Essential</i>	<i>Desirable</i>
Experience in organisational administration	A working knowledge of the New Zealand Olives Industry.

### Personal Attributes

- Ability to identify issues and analyse information
- Ability to establish and maintain effective and co-operative internal and external relationships.
- To communicate at all levels including industry groups, the Executive, members of Olives New Zealand and the public
- Ability to think innovatively and beyond the traditional and offer suggestions to the Executive, where practical.
- Ability and desire to achieve results, and work towards or exceed an agreed goal.
- Intermediate to high problem solving skills.
- Very good organisational skills.
- Very good judgment skills.
- Very good interpersonal skills.
- High levels of integrity and ethics.
- Able meet deadlines.

### Core Competencies

The following core competencies are expected of this position:

- Teamwork
- Timeliness
- Communication and Knowledge Sharing
- Professionalism
- Innovation
- Customer Focus

## Changes to the Position Description

This Position Description may be changed by the Executive at its discretion and communicated to the Executive Officer by the President in writing.

A review of this Position Description maybe initiated by either the President or the Executive Officer by giving 14 days' notice.

## Key Result Areas

Note - areas highlighted should not apply during the fixed term appointment

Executive Officer is Accountable For:	Objectives:	Actions:
<p><b>General Administration</b>  <i>Supports the smooth running of Olives New Zealand by providing accurate and timely administration for all activities.</i></p>		
<p>Clear all mail and emails daily and action (if necessary) within 48 hours.</p>	<p>All communications are responded to/forwarded within 48 hours.</p>	<p><i>All emails are generally to be responded to on the same day or next working day. (Note this includes emails on weekends and holidays.)</i></p> <p><i>The post office box is cleared at least twice weekly and processed generally on the same day.</i></p>
<p>Address all phone calls (or messages) received – sending out supporting material if required.</p>	<p>Phone calls/messages are answered in a timely manner and resulting correspondence/material mailed within 24 hours.</p>	<p><i>All calls are answered on a daily basis.</i></p> <p><i>All messages to be responded to, generally on the same day.</i></p> <p><i>Any correspondence/material is mailed out next business day.</i></p>
<p>Bring any matters regarding the Olives NZ Logo, OliveMark and other Trade Marks to the attention of the Executive</p>	<p>Logo, OliveMark and other Trade Marks not used with the appropriate authority</p>	<p><i>The use of the trademarks is monitored diligently and any issues investigated and reported as appropriate.</i></p> <p><i>Renewal of trademarks is managed to ensure these are protected.</i></p>

<b>Executive Officer is Accountable For:</b>	<b>Objectives:</b>	<b>Actions:</b>
<p><b><u>Financial Management</u></b>  <i>Responsible for managing operational finances of the organisation.</i></p>		
<p>Receipt all payments and prepare banking schedules – bank weekly</p>		<p><i>All direct credit payments are reconciled on a daily basis.</i></p> <p><i>Banking of cheques is normally done at least weekly.</i></p> <p><i>Record details of bank deposit number, payee, bank, branch, amount and invoice number on banking schedule.</i></p> <p><i>Banking schedules are filed for reference and audit.</i></p>
<p>Manage Debtor invoicing</p>	<p>Debtors are invoiced on time and slow payers are followed up.</p>	<p><i>Invoices are issued as services are provided (sales, activities, events, sponsorship, etc.).</i></p> <p><i>Statements are issued if payment not received by due date.</i></p> <p><i>Copy of invoices mailed out one month after due date.</i></p> <p><i>Debtor contacted if payment remains outstanding.</i></p> <p><i>Bad debtors reported to Executive.</i></p> <p><i>Debt collection agency contracted if payment remains outstanding after 3 months, if appropriate.</i></p>
<p>Authorise all Creditor invoices for services received and process in Xero for payment.</p>	<p>Creditors are paid on time.</p>	<p><i>Invoices are loaded into Xero daily with a payment date set.</i></p> <p><i>Payment runs are arranged twice monthly in Xero, uploaded to the bank and authorised for payment.</i></p> <p><i>The Treasurer is advised that a payment run is ready to be co-authorised and the President cc'd with full details.</i></p>
<p>Report to the Treasurer on financial matters and keep accurate records.</p>	<p>Report to Treasurer monthly.</p>	<p><i>The Treasurer is sent the twice monthly payment schedules, as above, for co-authorising and is kept apprised of any issues.</i></p> <p><i>The financial records are filed by month.</i></p>

<p>General management of financial affairs of the organisation.</p>	<p>Finances of the organisation are managed to maximize efficiency and reporting.</p>	<p><i>Maintain chart of accounts, assets register and inventory to enable appropriate tracking and reporting.</i></p> <p><i>Reconcile bank accounts.</i></p> <p><i>Do the GST returns on time and arrange payments to IRD.</i></p> <p><i>Manage bank accounts for maximum interest return.</i></p> <p><i>Arrange international transfers as required.</i></p> <p><i>Assist Treasurer with drafting budgets.</i></p>
<p>Manage the Annual Audit</p>	<p>The Annual Audit is completed ahead of the AGM and no major issues are identified.</p>	<p><i>Collate requirements for Annual Audit including:</i></p> <ul style="list-style-type: none"> <li><i>• letters of representation and engagement</i></li> <li><i>• bank statements</i></li> <li><i>• meeting minutes</i></li> <li><i>• production of specific reports (outstanding creditors and debtors, journals register)</i></li> <li><i>• arranging end of year journals</i></li> <li><i>• obtaining bank certificates, etc.</i></li> </ul> <p><i>Provide all of above to Auditor within agreed timeframe and provide other information as requested.</i></p> <p><i>Obtain quotes for next year's Audit.</i></p>

Executive Officer is Accountable For:	Objectives:	Actions:
<p><b><u>Membership Support</u></b>  <i>Provides Olives New Zealand members with a high level of customer service by ensuring all aspects of membership administration are dealt with in an efficient, timely, positive and supportive manner.</i></p>		
<p>Maintain the membership database updating as necessary on receipt of subscriptions.</p>	<p>Membership database is updated within 48 hours of receipt of subscriptions.</p>	<p><i>All membership payments and changes are processed on day of receipt preferably into the various systems – Xero, Website, Newsletter, and Master Contacts.</i></p>
<p>Process all new members' applications.</p>	<p>Acknowledge new member applications on receipt. Dispatch membership information.</p>	<p><i>The New Members process is:</i></p> <ul style="list-style-type: none"> <li>• <i>Xero – create new contact &amp; assign to appropriate membership group. Produce membership invoice and email with welcome.</i></li> <li>• <i>Website – add as new User, email logon/password, and extract membership no.</i></li> <li>• <i>Newsletter – add to distribution list and email latest copy.</i></li> <li>• <i>Master Contacts – add as new member and send any current communications (e.g. Certification, Grove Census).</i></li> <li>• <i>Executive – advise details at next meeting.</i></li> <li>• <i>Regional Chair – advise details.</i></li> <li>• <i>Newsletter – include a welcome in next newsletter.</i></li> </ul>
<p>Prepare and dispatch subscription renewal accounts</p>	<p>Compliance with Constitution.</p>	<p><i>All members are categorised as per Constitution and renewal accounts sent out in January. Generate draft invoices based on membership category. Assign any credits. Approve and email.</i></p>
<p>Ensure prompt payment of annual subscriptions.</p>	<p>Compliance with Constitution. Subscriptions overdue 1 month, a reminder notice is sent out.</p>	<p><i>Reminders are sent out monthly, initially by email and then hard copy. A final email is then sent to any remaining unpaid to advise membership benefits will be terminated. After AGM unpaid members are terminated and the Executive advised. NB do not have voting rights.</i></p>

<p>Manage resignations</p>		<p><i>Void membership invoice if applicable. Set status in Xero (archive) and Contacts Database (unpaid) as appropriate.</i></p> <p><i>Terminate access to website and newsletter. Remove any website listings.</i></p>
<p>Manage communications channels with members</p>	<p><i>Website to be kept current with upcoming events and olive news from NZ and around the world.</i></p> <p><i>Member newsletter to be published on a monthly basis.</i></p>	<p><i>Ensure website is up to date (contact information, Awards, Certifications, etc.).</i></p> <p><i>Add articles and events as appropriate.</i></p> <p><i>Manage the Buy/Sell and Our Growers on behalf of members.</i></p> <p><i>Newsletter published on a monthly basis.</i></p>

<b>Executive Officer is Accountable For:</b>	<b>Objectives:</b>	<b>Actions:</b>
<p><b><u>Executive &amp; Annual Meeting Support</u></b>  <i>Assists with the smooth running of Olives New Zealand Executive meetings.</i></p>		
Provide support to the Executive and all its Sub-Committees	Progress reports from Sub-Committees are compiled for each Executive meeting from data/information provided by the in a timely manner.	<p><i>Executive members are reminded of their allocated responsibilities via Action Points attached to Minutes and Agendas.</i></p> <p><i>Requests for updates are also sent ahead of meetings.</i></p> <p><i>Note – there are currently no operational sub-committees as all projects are now done by the EO.</i></p>
Support the administration of the Business Plan		<i>Draft the Business Plan and update as required.</i>
Maintain the Olives NZ Action Plan.		<i>The Action Plan is circulated with the Minutes and an updated copy attached to the next Agenda.</i>
Provide support to the Executive on initiatives and ongoing projects e.g. Branch support		<p><i>Produce Regional lists for Branch Chairs and other reports as required and requested.</i></p> <p><i>Attend other meetings on behalf of Olives NZ as requested by President.</i></p>
Preparing the agenda for Executive meetings	Sent out 5 working days before the meeting.	<i>Executive are reminded of meetings 10 days ahead with a request for agenda items and reports. The Agenda pack is then sent out one week ahead of meetings.</i>
Prepare Executive Officer's Report with an overview of activities undertaken	Executive Officer's Report sent out with Agenda	<i>Executive Officer's Report is comprehensive and sent out with the Agenda.</i>
Attending meetings & taking minutes	Draft minutes sent out within 5 working days	<i>Generally minutes are sent out within two days.</i>
Arrange for minutes synopsis to be posted on the website.	Within 5 working days of being circulated to Executive and updated as requested.	<i>A synopsis of the minutes is posted on the website within a week of the meeting.</i>

<p>Arrange the AGM and other General Meetings are required</p>	<p>The AGM and any General Meetings are run in accordance with the rules detailed in the Constitution.</p>	<p><i>Arrange AGM and EGMs including all timely notifications and management of postal ballot and other ballots.</i></p> <p><i>Notice of AGM, call for remits and nominations are sent out in accordance with Constitution.</i></p> <p><i>Notice of EGMs is sent out in accordance with Constitution.</i></p> <p><i>Voting papers are sent out in accordance with Constitution and independent scrutineer arranged if required.</i></p> <p><i>Voting eligibility and strength is checked in accordance with membership type.</i></p> <p><i>Other papers for the AGM (e.g. Annual Financial Statements) are made available to members at least one week ahead of the meeting.</i></p> <p><i>Minutes are taken at the AGM and EGM and draft minutes are posted on the website within a week of the meeting.</i></p> <p><i>Changes to Constitution are notified to Incorporated Societies within a week of AGM and EGM.</i></p> <p><i>Financial accounts are also lodged within a week of AGM.</i></p> <p><i>Changes in Officers notified to Incorporated Societies within one week.</i></p> <p><i>Change in any bank signatories arranged.</i></p>
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Executive Officer is Accountable For:	Objectives:	Actions:
<p><b>Certification Support</b>  <i>Responsibility for maintaining the integrity of the certification process.</i></p>		
<p>Management of the Certification Programme</p>	<p>Manage in accordance with process and procedures approved by Executive.</p>	<p><i>Responsibility for updating documentation:</i></p> <ul style="list-style-type: none"> <li>• <i>Certification Purpose and Procedures</i></li> <li>• <i>Request and Authorisation for Certification Assessment</i></li> <li>• <i>Certification OliveMark Licence Agreement</i></li> <li>• <i>Certification Certificates.</i></li> </ul> <p><i>Negotiate annual contracts with DPI and shipping company.</i></p> <p><i>Maintain systems for:</i></p> <ul style="list-style-type: none"> <li>• <i>checking, processing and recording certification submissions</i></li> <li>• <i>batching, packing and shipping to DPI</i></li> <li>• <i>producing DPI and shipping documentation</i></li> <li>• <i>processing results</i></li> <li>• <i>telephoning people with non EVOO results and arranging a refund of their OM Licence Fee if required</i></li> <li>• <i>generating Certificates and letters with covering emails</i></li> <li>• <i>updating website list on receipt of results.</i></li> <li>• <i>arranging packing and cold storage of retained samples.</i></li> <li>• <i>arranging disposal of retained samples after two years.</i></li> </ul> <p><i>Manage the inventory of OliveMarks.</i></p>
<p>Bring any matters regarding monitoring the adherence to quality standards and criteria to the Executive.</p>	<p>Non-adherence reported to Executive Committee on occurrence.</p>	<p><i>Issues discussed with President and reported to Executive. Recommendations on changes required.</i></p>

<b>Executive Officer is Accountable For:</b>	<b>Objectives:</b>	<b>Actions:</b>
<p><b>Event Management &amp; Support</b>  <i>Organizes and supports the success of Olives New Zealand events.</i></p>		
<p>Develop and manage the Conference Programme</p>	<p>Conference is run professionally and receives positive feedback from members</p>	<p><i>Solicit and draft the Conference programme and draft the budget.</i></p> <p><i>Arrange speakers, travel, sponsors, venue, catering, dinner.</i></p> <p><i>Manage registrations and accommodation bookings.</i></p> <p><i>Compile Conference Handbook, nametags, conference packs.</i></p> <p><i>Ensure Conference runs at a profit.</i></p> <p><i>Manage Conference on the day(s) to ensure smooth running.</i></p> <p><i>Carry out Conference Evaluation and report results to Executive with any associated recommendations.</i></p>
<p>Develop and manage courses as directed by Executive</p>	<p>Other courses are run to meet the needs of members.</p>	<p><i>Organise other activities on Conference and Awards Dinner weekend.</i></p> <p><i>Other activities as required:</i></p> <ul style="list-style-type: none"> <li><i>• Regional excursions</i></li> <li><i>• Processing courses</i></li> <li><i>• Tasting courses.</i></li> </ul> <p><i>Co-ordinate accommodation bookings where appropriate.</i></p> <p><i>Arrange presenters, venues, catering, transportation, hand-out packs, consumables, etc.</i></p>
<p>Manage the Annual Awards Programme and arrange awards presentations with approval of project plan by Executive</p>	<p>The annual awards are run professionally, efficiently and effectively.</p>	<p><i>Draft the budget and changes to Conditions and Rules documentation</i></p> <p><i>Update the Entry Form and Information Pack.</i></p> <p><i>Contact prospective judges with recommendations to Executive.</i></p> <p><i>Arrange accommodation and travel (flights, shuttles), arrange judge's training session and provide previous year's oils.</i></p>

*Review design of medals and certificates, update as required.*

*Obtain quotes for printing of medals and certificates.*

*Solicit sponsorship for new awards.*

*Source sponsorship of rosettes/frames for Best in Class and other major awards.*

*Liaise with venue re judging facilities, catering, helpers and arrange consumables required.*

*Liaise with Facilitator re judging processes and timetable.*

*Contact NZ Winegrowers re donation of surplus bottles for the Wine Awards.*

*Arrange return of perpetual trophies.*

*Arrange judging of Best Label (one bottle from every entry unpacked for judging and then repacked with other same samples).*

*Participate in judging in Auckland providing assistance to setting up, pouring/clearing flights and running the judging process.*

*Host judges during their stay.*

*After judging sort unopened bottles:*

- *photograph Best in Class*
- *all Gold back home*
- *arrange packaging and collection for NZ Wine Growers*
- *Silver/Bronze for sponsorship and gift packs back home*
- *arrange courier collection of boxes to come home*
- *Balance unopened and open to Facilitator.*

*Maintain systems for:*

- *promoting Awards to eligible members and follow-up*

- *checking, processing and recording entries*
- *batching, packing and shipping entries to Facilitator*
- *producing spreadsheet of entries for Facilitator*
- *enter Dinner attendees into database*
- *entry of results into database*
- *follow-up with any major winners not booked for Dinner*
- *calculation of medal requirements and ordering*
- *calculation of Best Processor*
- *producing certificates database for printer*
- *producing individual Judging comments sheets for all entries*
- *advise any unsuccessful entrants*
- *producing letters to send with certificates to people not attending Dinner*
- *producing website list on receipt of results.*

*Arrange Awards Dinner:*

- *venue, menu, guests*
- *extraction of Best in Class oils for taking to venue*
- *email attendees final arrangements*
- *collate certificates in presentation order along with envelope, judging comments and medals order form*
- *assemble framed certificates*
- *PowerPoint Presentation*
- *photograph major winners.*

*Arrange press and website releases of results.*

*Compile an article on Awards including photographs for website.*

*Prepare any sponsor (e.g. AGMARDT) reports for funding.*

<b>Executive Officer is Accountable For:</b>	<b>Actions:</b>
<b><u>Focus Grove Project</u></b>	<p><i>Draft and submit funding applications, including budget, milestones and project plan (MPI, AGMARDT).</i></p> <p><i>Arrange membership and meeting of Project Steering Group, including agenda and minutes.</i></p> <p><i>Co-ordinate Field Days, arrange travel.</i></p> <p><i>Oversight of all tests required (soil, leaf, residue).</i></p> <p><i>Funding administration (payment of invoices, reporting).</i></p> <p><i>Prepare all reports (milestone, etc.)</i></p> <p><i>Co-ordinate Fact Sheets, Conference presentations etc.</i></p> <p><i>Updates on Olives NZ website, etc.</i></p>
<b><u>Organisation and Industry Promotion</u></b>	<p><i>Proactively promote industry in national media with press releases, provision of articles, etc.</i></p> <p><i>Solicit and support media articles (e.g. Awards)</i></p> <p><i>Contribute articles for Friday Olive Extracts and Aust &amp; NZ OliveGrower and Processor magazine</i></p> <p><i>Update details in Olive Industry Directory</i></p> <p><i>Provide data and support for other initiatives and research projects (e.g. IOC, Flos Olei, university, government agencies, case studies).</i></p> <p><i>Support selected members to enter international competitions (e.g. New York).</i></p>

<b><u>Additional Projects</u></b> <i>These are projects which in the past would have been required of the Executive. However, these are now being carried out by the EO.</i>	
<b>Sponsorship Support</b>	<p><i>Maintain communications with sponsors, including payments.</i></p> <p><i>Invite their participation in relevant activities (Conference, courses, Awards Dinner).</i></p> <p><i>Maintain their listing on the Olives NZ website.</i></p> <p><i>Annual report sent with Christmas card.</i></p>
<b>Marketing Support</b>	<p><i>Draft the Marketing Plan.</i></p> <p><i>Development of promotional material. Design, arrange proofs and production, manage sales and inventory of merchandising initiatives (eg. woven bags, Health Benefit cards, recipe pads).</i></p> <p><i>Oversight and updating of Facebook.</i></p> <p><i>Support other initiatives and events.</i></p>

<b>Grove Census</b>	<p><i>Maintain the Grove Census database, including emailing out the new Census form and the Census form update.</i></p> <p><i>Manage change of ownerships.</i></p> <p><i>Data entry of grove data, including new data collected.</i></p> <p><i>Produce Grove Census Report and other reports.</i></p>
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**Proficiency is required in the following applications and online systems**

- Word
- Excel
- Outlook
- PowerPoint
- Xero
- Olives NZ Database
- Online Banking (ASB Fastnet)
- Newsletter – MOGUL
- Website – Word Press
- Air New Zealand/Webjet/Car Rental booking systems
- DHL/NZ Post/Courier Post/Fastway
- AGMARDT
- IRD
- MPI portal
- Incorporated Societies
- Companies Office
- Stripe/Pay Pal
- We Transfer
- DPI (Payments)
- New York IOCC – competition entries, trophy/medal orders
- Warehouse Stationery
- Office Max
- You Tube