JOB DESCRIPTION

Job Title: Head of Veterinary Services at The Irish Blue Cross
Location: 15A Goldenbridge Industrial Estate, Inchicore, Dublin 8
Responsible to: The CEO
Working Hours: 8.00AM – 4.00PM Monday to Friday (35 hours per week, incl. breaks)

Due to the nature of the role, you may be required to work outside of these hours

Background: The Irish Blue Cross is a long-established Dublin based animal welfare charity which helps pet owners in need of low-cost veterinary care for their pets through mobile veterinary clinics and in more recent times through the Inchicore Small-Animal Clinic. An exciting job opportunity has arisen as Head of Veterinary Service which will suit a dynamic and skilled professional to lead our team and manage our well-respected, modernised services into a new living-with-Covid era.

Purpose of the Role:
Responsibility for the delivery of a high-quality Inchicore Small-Animal Clinic service and mobile veterinary service to benefit eligible pet owners in need of the Charity’s care. To manage, motivate and lead a team of approximately 10 veterinary staff, including reception personnel to provide these services. The successful candidate will have a caring and co-operative approach towards The Irish Blue Cross clients and their pets.

Key Duties and Responsibilities:

- Act as the Charity’s Veterinary Council of Ireland Certificate Of Suitability holder for 11 clinics (Inchicore main Clinic and 10 once-weekly mobile clinic locations in Dublin)
- Act as Radiological Protection Officer and liaise with the EPA (office of radiological protection)
- Liaise with the Veterinary Defence Society, the Veterinary Council of Ireland, the Pet Emergency Hospital and others to meet professional codes of practice and day-to-day objectives
- Oversee best practice and ensure adherence to protocols and procedures to maintain high quality veterinary services throughout the Charity’s clinics
- Ensure compliance with regulations under the Veterinary Practice Act and The Animal Remedies Regulations
- Participate on animal welfare committees for The Department of Agriculture, Food and the Marine and others and attend conferences on animal welfare

Inchicore Small-Animal Clinic & Mobile Veterinary Service,

- Act as consult/surgery vet at the Inchicore clinic on approximately 2-3 week-day mornings
- Responsible for the day-to-day management of the veterinary team including communications, recruitment, induction training, roster development, appraisals and other Human Resources matters
- Responsible for veterinary services planning and resources
- Maximise the use of resources, ensuring as many pets as possible benefit from services
- Ensure client fees cover the cost of care and that services are provided to eligible owners
- Oversee appointment bookings, accuracy of records and the daily caseload
- Oversee drug, consumables and equipment orders, ensuring savings
- Oversee the annual stock take
• Provide analyses and reports for sub-Committee Board and Board meetings
• Communicate with special interest groups, the general public, media, and attend conferences, receive training, etc
• Work within tight budgets, maintaining a low-cost approach through seeking discounts, sponsorship, and benefit-in-kind where possible, etc
• Participate in training and continued professional development to always be up-to-date with changes in veterinary medicine
• Work closely with the CEO and management team to plan and achieve targets

**Person specification**

Key requirements for the position of Head of Veterinary Services include,

**Qualification:**
MVB or equivalent

**Essential skills and experience**
- Ideal candidate will have 5 years veterinary experience, with demonstrated management in a fast-paced small-animal veterinary practice
- Excellent veterinary consultation, surgery and record keeping skills
- Proven skills in leadership, operational and people management, planning, budgeting and decision-making
- Successful track record in managing a diverse and heavy workload as part of a team
- Excellent communication, literacy, numerical, IT and administrative skills
- Experience of working to strict deadlines and within health and safety protocols

**Desirable skills and experience**
- A track record of building and nurturing key relationships and partnerships within the veterinary sector

**Other requirements**
- Availability to take phone calls outside of work hours (e.g., in the event that a team member is unable to attend work, etc)

**Salary and benefits:**
- Salary circa €60,000 -70,000, dependent on experience
- Veterinary Defence Society annual insurance
- Veterinary Council annual membership fees
- CPD allowance circa €500

*Please note that the above list of duties and responsibilities is non-exhaustive*

**Please send a detailed CV to:**
The CEO, chris.conneely@bluecross.ie
The Irish Blue Cross

**Closing date for receipt of applications is 8.00PM, Sunday 31st July 2022**
All applications will be acknowledged

**The Irish Blue Cross is an Equal Opportunities Employer**