

# POSITION DESCRIPTION

<b>Position Title</b>	<b>Branch Manager</b>
<b>Organisation</b>	The New Zealand Institute of Safety Management (NZISM)
<b>Reports to</b>	Chief Executive Officer
<b>Main Purpose</b>	
Branch Managers are NZISM's key local leaders. The Branch Manager is responsible for coordinating the operations and direction of their local branch committee, welcoming new members and delivering high-quality events and engagement for local NZISM members.	
<b>Background</b>	
<p>NZISM's mission is to lead the way for the health and safety profession to influence better health and safety outcomes at work.</p> <p>Created as an incorporated society in 1972 the New Zealand Institute of Safety Management (NZISM) is the professional membership body representing Generalist Health and Safety Practitioners and Professionals across Aotearoa. Our members work in diverse industries within both the public and private sectors, contributing to safer, healthier workplaces nationwide. NZISM is a founding member of HASANZ, and we play an active role in advocating on behalf of our profession at many levels, including government.</p> <p>NZISM has grown from a network of local branches into the leading national organisation for health and safety professionals. We support our members through advocacy on their behalf, an extensive continuing professional development programme including regular webinars, local branch events, workshops with international and local experts, an internationally aligned accreditation pathway, peer support and networking.</p>	
<b>The Role</b>	
<p>The role of the Branch Manager is to oversee the ongoing success and development of your local branch in conjunction with the Branch Committee, the Branch Manager Representatives and National Office. This includes leading and developing your local branch committee and delivering high quality events and communications to our members.</p> <p>Branch Managers should be experienced and knowledgeable professionals, with sound knowledge of policy and practice in the occupational safety and health sector.</p> <p>The Branch Manager is part of the NZISM Branch Manager Network which meets approximately every 6 weeks online and once a year in person. The Branch Manager Network provides support, guidance and networking for Branch Managers and is led by the Branch Manager Representatives</p>	

Deliverables	
<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Lead an active team of volunteers by determining committee roles and responsibilities required at branch level (this may differ depending on the size of the branch and branch committee)</li> <li>• Work with Committee members to determine succession plans for Branch Management</li> <li>• Participate as a member of the National Branch Manager Network to contribute to the ongoing development of NZISM.</li> </ul> <p><b>Events</b></p> <ul style="list-style-type: none"> <li>• Supported by National Office, organise regular branch meetings and CPD opportunities for members. As a minimum, this should include 5 branch meetings with guest speakers per year, 1 CPD day (or half-day), and 1-2 site visits annually.</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Work with National Office to develop member communications to promote NZISM membership and local events</li> <li>• Engage with local stakeholders and supporters</li> <li>• Provide local updates to National Office and other Branch Managers via the Branch Manager Network meetings</li> <li>• Use social media channels to promote events at your branch.</li> </ul> <p><b>Membership</b></p> <ul style="list-style-type: none"> <li>• Acknowledge new members in your region with a welcome email or phone call</li> <li>• Manage Branch membership enquiries</li> <li>• Promptly refer issues or complaints to National Office</li> <li>• Promote the benefits of joining NZISM in your region.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Manage the administrative requirements of a regional branch with support from National Office</li> <li>• Assisting National Office with information requests (such as highlights for the annual report)</li> <li>• Preparation of correspondence to members (including new members) with National office support</li> <li>• Annual Branch Budget preparation and tracking.</li> </ul>	
<b>Working Relationships</b>	<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• CEO and National Office team</li> <li>• Branch Manager Reps</li> <li>• National Branch Manager Network</li> <li>• Committees and special interest groups across NZISM</li> <li>• NZISM Members</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>• NZISM Supporter network</li> <li>• Industry Stakeholders and sponsors</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Proven record in successfully leading and managing teams</li> <li>• Excellent oral and written communication skills</li> <li>• Excellent time management, planning and organisational skills</li> <li>• Strong stakeholder management skills</li> <li>• Occupational safety and health risk management industry expertise and networks</li> </ul>
<b>Desirable attributes</b>	<ul style="list-style-type: none"> <li>• Leadership qualities; operates with integrity and confidentiality</li> <li>• Connects with others; is a team player who enjoys working with others, building trust and delivering together.</li> </ul>

	<ul style="list-style-type: none"> <li>• Member-focused; understands we are a membership organisation and exist to benefit our members and the workers and industries they represent</li> <li>• Resilience; composure, grit and a sense of perspective</li> <li>• Self-aware; able to analyse, adapt and change</li> <li>• Honest and courageous; can deliver difficult messages and is prepared to voice unpopular opinions, when it is the right thing to do</li> <li>• Goal focused; likes achieving ambitious goals</li> <li>• Curious; likes to see how to do things differently</li> <li>• Passionate about NZISM and our members</li> </ul>
<b>Key Performance Indicators</b>	<ul style="list-style-type: none"> <li>• Regular, high-quality local events</li> <li>• Local member engagement and satisfaction</li> <li>• Membership growth in the branch</li> <li>• Annual Budget submitted to National Office</li> <li>• Expenditure within forecast levels annually</li> <li>• Branch committee established and working effectively (including leadership development and succession planning)</li> <li>• Accurate and timely communication to local members</li> <li>• National office and National Branch Network Representatives are informed of local member issues</li> </ul>
<b>Direct Reports</b>	Branch Committee members
<b>Time requirement</b>	Variable depending on branch size and committee but as a guide a minimum of six hours per month.