Highlands and Islands Veterinary Services Scheme (HIVSS) Coordinator

Role description and person specification

Overall purpose of the HIVSS Coordinator

- To liaise with the Scottish Government on behalf of HIVSS practices.
- To provide guidance for members of the scheme and provide relevant support.
- To raise awareness of the challenges faced by HIVSS practices within BVA Scottish Branch Council and Scottish Government.
- To represent views of the HIVSS practices as a member of BVA Scottish Branch Council.

Duties and activities

- Liaising with the Scottish Government on behalf of HIVSS practices.
- Actively engaging with HIVSS practices and identifying areas of concern.
- Responding to ad hoc comments and questions from HIVSS practices and signposting to relevant Scottish Government and BVA support as appropriate.
- Supporting the veterinary profession and improving animal health and welfare by increasing the impact and reach of the scheme in the Highlands and Islands, by working with Scottish Government, BVA Scottish Branch Officers, BVA Officers and secretariat.
- Organising the annual HIVSS conference and working collaboratively with BVA and BVA Scottish Branch to plan a strategic agenda.
- Raising sponsorship to support the delivery of the HIVSS conference, seeking support from BVA and BVA Scottish Branch where needed.
- Meeting annually with BVA and Scottish Government to review funding proposals, gather input into the strategic agenda for the HIVSS Conference, update on relevant activity, and review communication.
- Attending four Council meetings per year (three online and one in Scotland – the AGM).
- Providing BVA Scottish Branch Council meetings with verbal and/or written reports on HIVSS activity, including the proposed programme for the HIVSS conference, in advance of BVA Council meetings.
- Contributing actively to BVA Scottish Branch Council meetings and discussions, as well as gathering the views of HIVSS practices to ensure a consensus view is represented.
- Maintaining regular communication with BVA Officers, BVA Scottish Branch Officers, and secretariat.
- Promoting the value of BVA membership and highlight relevant BVA activities and benefits (such as campaigns and events) to HIVSS practices.
- Safeguarding and promoting the good name and values of BVA at all times.
Term of office

The HIVSS coordinator shall normally serve for a term of up to three years with the option of serving for a second term of up to three years, subject to re-selection by BVA in consultation with Scottish Government and member practices. Further terms may be agreed if all parties consent. The HIVSS Coordinator will be a member of BVA Scottish Branch Council to represent views of the HIVSS practices.

Person specification

- MRCVS and BVA membership.
- Based in Scotland (the main address held on the BVA membership database will be referred to for this purpose)
- Commitment to promoting and furthering the interests of the veterinary profession in the Highlands and Island.
- Willingness to commit the necessary time and effort to fulfil the specified duties and activities.

Knowledge, skills and experience

- Knowledge of the issues facing HIVSS practices
- Understanding of the current veterinary landscape
- Strategic thinking
- Analysis and evaluation
- Decision making
- Team working
- Problem solving
- Excellent oral communication skills and ability to engage positively in debate and discussion
- Excellent empathic listening skills and ability to take compassionate approach in provision of pastoral care
- Evidence gathering and research
- Understanding of the political and cultural climate in Scotland as applicable to funding of the HIVSS scheme

Expenses and benefits

The HIVSS coordinator role is voluntary and unpaid but the role holder is reimbursed for travel and other expenses incurred, in line with BVA’s member expenses policy.
The HIVSS coordinator receives complimentary BVA membership throughout the duration of their term of office.

Declarations of interest

The HIVSS coordinator is required to complete a declarations of interest form at the start of their term, and to notify the secretariat if the form needs to be updated.

The HIVSS coordinator is expected to act with honesty and integrity at all times, upholding the values of BVA and representing the interests of HIVSS members.

The HIVSS coordinator may, from time to time, have access to privileged or confidential information, and must treat such information in strict confidence.

Scottish Branch Council communications

Some Scottish Branch Council work takes place via an online discussion facility ‘glasscubes’. The coordinator should ensure that the secretariat has their current active email address. Guidance on using glasscubes is available.

For more information, please contact the BVA policy team on 020 7908 6370 or via policy@bva.co.uk

Equality and diversity

BVA’s equality and diversity policy sets out our commitment to respecting and promoting equality and diversity in all of our activities through an inclusive culture and working practices.

We are committed to ensuring equality and the fair and respectful treatment of all individuals in connection with our work. We will not tolerate any form of unlawful discrimination, harassment or victimisation.

Last updated June 2023