

Job description
as proposal in Council 2024 at Varna

Function/Role:	Operations Officer
Committee:	Executive Committee (delegate or coopted)
Term:	3 years
Elect/Shadow period:	voluntary role, shadow for at least 6 months
Max. years of extension:	no term restrictions
Tasks and responsibilities:	<p>The Operations Officer oversees all business operations and processes and supports EC decisions, aiming to improve effectiveness and efficiency.</p> <p>Responsible for the monitoring and effective communication of decisions taken within EATA and for document management within EATA.</p> <ul style="list-style-type: none">• Propose and monitor management processes within EATA• Propose and monitor efficient structuring of administrative work, including knowledge management and data repositories (e.g. create a common platform for minutes and guidance documents)• Train new Chairs, EC members and other key personnel to the administrative system of EATA• Cooperate with general- and executive secretary and EC• Oversee adherence to Statutes and Council regulations; propose changes according to actual developments and needs within EATA• Facilitate (online) voting procedures in Council and General Assembly• Attend Council meetings and General

Assembly.

Competencies:

- General Management
- Management System mastery
- Advanced Communication skills
- Administrative and organizational experience
- Process Improvement skills (e.g. Lean 6sigma)
- Structured way of working
- Strong computer literacy
- English language fluent in writing and speaking

TA competencies and requirements:

No specific TA qualification

Other:

reviewed

Chair of
Executive Committee

General Secretary

EC Member

Date:

Date: DD/MM/YYYY

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