

POSITION DESCRIPTION

Position Title:	Animal Attendant part-time	Position Code:	
Division:	Planning and Environment	Grade:	A
Location:	Dubbo	Hours/Week:	19
Reports to:	Animal Shelter Operations Coordinator		
No. Direct Reports:	Nil	No. Indirect Reports	Nil

Primary Purpose of Position

This position is responsible for assisting with the operations of the Dubbo City Animal Shelter including care, management and release of impounded animals.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Team Support	<ul style="list-style-type: none"> • Represent the branch in a professional and ethical manner. • Participate and contribute to an effective and productive team. • Assist in any other matters as directed.
Shelter Operations	<ul style="list-style-type: none"> • Assist in Asset Management including daily cleaning and maintenance of Shelter office and animal facilities. • Animal Management including animal care, animal transport, euthanasia and rehoming. • Follow policies, procedures and legislation • Provide a high level of customer service • Cash handling and receipting of Shelter fees and charges • Maintain accurate records
Animal Control	<ul style="list-style-type: none"> • Enforcing animal control measures in regards to: <ul style="list-style-type: none"> • Companion animal control including processing the impounding, and where necessary, the microchipping of animals. • Collect animals from local Veterinary Services. • Animal Welfare – ensure animals are secured, safe and have access to food and water
Community Education	<ul style="list-style-type: none"> • Assist to develop and implement a range of community education programs. • Assist with content on social media
Emergency Services	<ul style="list-style-type: none"> • Assist relevant emergency services with animal issues
Reporting	<ul style="list-style-type: none"> • Maintain records on the Companion Animals Register

Key Accountabilities / Duties

- Assist with Office of Local Government Reporting
- Council reporting

Inherent Requirements of the Position

- Class C Drivers licence
- Pre-employment Health Assessment
- Hepatitis A & B, Q Fever and Tetanus Vaccinations
- This position is required to work indoors and outside, in public and non-public areas as part of the role, thus a reasonable level of fitness and good manual handling technique are inherent requirements of the role.
- This position is required to wear an approved DRC uniform at all times.
- Willingness to undertake further training as required.
- This position may be required to attend call-outs after hours in a timely manner

Selection Criteria

Essential

1. Previous work related experience in animal handling
2. Previous work related experience in cleaning and maintenance of animal housing facilities
3. Demonstrated computer literacy and administration skills, including databases and cash handling
4. Customer Service experience and high level communication and conflict resolution skills
5. Demonstrated experience following procedures and WHS requirements

Desirable

6. Knowledge of relevant legislation and industry guidelines including Companion Animals Act, Impounding Act and Work Health and Safety Act
7. Previous animal shelter operating experience including handling injured and aggressive animals
8. Certificate II Animal Studies, Accredited Authorised Identifier and Euthanasia qualification

Organisation Wide Accountabilities

Corporate Values

Creating Community for Today and Tomorrow

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- **Progressive**
 - Be Curious, Courageous And Committed
- **Sustainable**
 - Balanced Approach To Growth & Opportunity
- **One Team**
 - Working Together
- **Integrity**

	<ul style="list-style-type: none"> ○ Accountable For Our Actions
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> ● Complying with Council's WHS policies and procedures ● Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others ● Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours ● Participating in any WHS consultation arrangements ● Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace ● Correctly using all personal protective equipment ● Complying with emergency and evacuation procedures and site rules if applicable ● The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
Sustainability	<p>Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> ● Council's adopted Code of Conduct. ● Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: