

# Animal Management Assistant POSITION DESCRIPTION



<b>Position Number:</b>	3849
<b>Department:</b>	Communities and Lifestyle
<b>Section:</b>	Planning and Regulatory Services
<b>Unit:</b>	Local Laws
<b>Position Status:</b>	Permanent Full Time
<b>Classification:</b>	Level 3 - Rockhampton Regional Council Certified Agreement 2022 – External Employees
<b>Reports To:</b>	Animal Management Officer
<b>Revised:</b>	January 2023

## General Position Statement

This position supports Council's direction by providing quality care in line with legislative requirements for impounded animals at the Animal Management Centre ensuring duties are undertaken in a professional, efficient and confidential manner.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

## Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Provide care to animals kept at the Animal Management Centre in accordance with the Animal Management Centre.
- Undertake cleaning and upkeep of the Animal Management Centre in accordance with the Animal Management Centre Manual.
- Assist in the identification of impounded animals.
- Record accurate data for impounded animals as required.
- Carry out general gardening and maintenance tasks within the Animal Management Centre's vicinity.
- Report all defects or problems to the Supervisor, e.g. equipment or safety concerns.
- Exercise judgement, initiative, confidentiality and sensitivity in the performance of the role.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor, Coordinator or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

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## Position Requirements

Your suitability for this role will be assessed against the following competencies.

### Skills/Competencies

- Demonstrated experience working with animals including relevant husbandry techniques and food preparation.
- Ability to administer medication to impounded animals.
- Knowledge of or ability to acquire knowledge of procedural/operational methods relevant to the work area.
- Ability to operate various mowing equipment including zero turn mower and whipper snipper.
- Numeracy and literacy skills in order to read and carry out instructions.
- Ability to effectively operate Council's computer systems including the MS Office Suite.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.

### Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

### Work Environment and Physical Demands

- This position is an outdoor role and will require the employee to carry out physical tasks which may include manual handling of up to 25kg, repetitive bending, kneeling, twisting and/or squatting.

### Additional Requirements

- Ability to work in an office and outdoor environment.
- Ability to work on weekends and/or as part of a roster.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised against Hepatitis A&B, Tetanus and Qfever.

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## Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

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## Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

<b>Authorised By:</b>	Manager
<b>Signature:</b>	
<b>Date:</b>	
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	