



Position Description

Job Title: Animal Management Officer
Award: Queensland Local Government Industry Award (Steam B)- State 2017
Division: Division 2 - Section 5 - Operational Services
Classification: Level 4
Employment Type: Full time - dependant on continued funding
Department: Infrastructure, Works and Projects
Reports to: Executive Manger Infrastructure Works and Projects
Approved: Katherine Wiggins, Acting Chief Executive Officer
Signature:  Version Date: 08/04/2019

POSITION OBJECTIVE

The purpose of this position is to support the implementation of council's Animal Management Plan.

In accordance with Council's Local Law No.2 (Animal Management), this position will take responsibility to improve animal welfare in community, promote community awareness and responsibility in animal management, promote community awareness of local laws in relation to animal management and increase compliance with local laws.

The position will also be responsible for animal registrations, record keeping and management of the pound.

QUALIFICATIONS, EXPERIENCE & PERSONAL ATTRIBUTES

- Demonstrated experience in a similar role
- Tertiary qualifications at Certificate III level or above or equivalent or substantial progress towards attainment in Animal Control and/or Rural Operations (Animal Care and Management in Aboriginal and Torres Strait Island Communities)
- Class C Drivers Licence (manual)
- Ability to obtain and maintain a clear police check
- Demonstrated four wheel drive experience
- Demonstrated knowledge of animal behaviour and control
- Demonstrated high level interpersonal and communication skills with ability to negotiate and manage conflict
- Demonstrated computer literacy utilising the Microsoft Office suite of products
- Demonstrated ability to work unsupervised and as part of a team to achieve positive outcomes
- Knowledge and understanding of Aboriginal and Torres Strait Islander cultures, with ability to communicate effectively and sensitively with Indigenous people.

- Understanding of legislation, or ability to acquire legislative knowledge of Kowanyama Aboriginal Shire Council Local Law and subordinate Local Law No. 2 (Animal Management)

DUTIES & RESPONSIBILITIES

In accordance with Council's Local laws, Policies and Procedures, Animal Management Plan 2018-2020, Local Law No. 2 (Animal Management) and Subordinate Local Law No. 2(Animal Management):

- Promote community awareness and responsibility in animal management
- Promote community awareness of local laws in relation to animal management
- Raise community awareness of the Animal Management Plan and what it means for residents
- Increase community confidence of Council animal management programs
- Increase community compliance with local laws
- Build capacity in the community to manage the animal population and welfare
- Reduce the population of Feral and Dangerous animals in accordance with current best practice and animal welfare standards
- Reduce the risk of dangerous dogs to improve community safety
- Engage the community in the development and implementation in sustainable animal management
- Liaise with Council and the community on various strategies for animal health and population control
- Gather information on animal population, problems and health and input into the ongoing development and review of Council's Animal Management Plan
- Raise community awareness and provide advice to all animal owners regarding their responsibilities as animal owners as per the Animal Management (Cats and Dogs) Act 2008, Council's Local Laws and the Council Animal Management Plan 2018-2020
- Coordinate regular presentations on animal management and welfare issues to the community and schools by personal contact (meetings, lessons) and/or local newsletters
- Educate the community on the importance of keeping animals such as horses, cattle and pigs out of the community including roads, sports fields, water supply, schools, rubbish facilities
- Develop an animal management work plan
- Work with stakeholders, including veterinarians, to provide animal care
- Provide health care to animals, including mange and tick treatments
- Coordinate with stakeholders to euthanize animals when required
- Coordinate with stakeholders to rehome animals when required
- Issue fines to community members in line with Council's Local law (Animal Management) and Subordinate Local Law (Animal Management)

Animal Registrations and record keeping:

- Ensure all animals are recorded and information stored into the registration system
- Update pound records
- Establish and maintain an accurate animal register

Holding facility maintenance and animal care:

- Provide basic first aid to sick or injured impounded animals where necessary
- Clean out pens and feed/water animals
- Exercise animals

- Report sick or injured animals and request veterinary assistance if necessary
- Maintain pound / holding facility and report problems to supervisor
- Ensure enclosures are secure and only accessible by authorised Council personnel
- Check that tools, equipment and materials are maintained and stored appropriately
- Undertake minor repairs and maintenance to enclosure/holding facility
- Arrange and monitor safe storage of veterinary supplies, maintain a record of uses and order replacements as required or authorised
- Review bait, and mange & tick treatment supplies and place relevant orders
- Review pound supplies and place relevant orders
- Ensure vehicles and other resources are available and operational when required e.g., for vet visits

Feral animal monitoring:

- Monitor community land for signs of feral animal activity
- Recognise feral and pest animals and report to Council
- Survey and monitor animal movement and populations
- Check that tools, equipment and materials are maintained and stored appropriately
- Encourage community participation in animal management programs

Key Performance Indicators

Role Functions	• In accordance with Council's Local laws, Policies and Procedures, maintain and improve compliance within the following areas ◦ Animal Welfare activities and educational programs ◦ Health Promotion ◦ Animal Registrations and record keeping ◦ Food Stores ◦ Holding facility maintenance and animal care: ◦ Feral animal monitoring
Reporting	• Accurate collection and collation of data • Reports are submitted to meet required deadlines
Equipment	• Maintain all equipment in good working order
Attendance	• All absences to be notified to your supervisor prior to commencement of work day
Customer Focus	• Maintain a high level of customer service towards all clients • No breaches of confidentiality
Adherence to Council's policies, procedures	• No breaches of Council's policies and procedures • Ensure compliance with the Council's Code of Conduct • Involvement in the organisation promoting a sense of ownership and team work into the organisation. • Maintain a clear Police Check
Work Place Health and Safety	• Accepts personal responsibility for maintaining a safe workplace and work practices. • Follow Council WHS policies, rules and guidelines • Contribute positively to improvement initiatives • Demonstrate a strong focus on workplace safety in accordance with Industry standards

CORPORATE RESPONSIBILITIES

Policy and Procedural Responsibilities

Be aware of, and act in accordance with all council policies and procedures.

Code of Conduct

Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct will be subject to disciplinary action.

Work Health and Safety

Comply with all work health and safety legislation, codes of practice and procedures. Use appropriate protective clothing and equipment.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

General

- All employees should start no later than the assigned time and preferably arrive at least five (5) minutes prior for the purpose of setting up their work area;
- All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws
- The employee shall show a spirit of cooperation towards their supervisor/s, other employees and the achievement of Council's aims and objectives;
- It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.

ORGANISATIONAL RELATIONSHIPS

Reports to: Executive Manager Infrastructure, Works and Projects

Internal Liaison: Kowanyama Aboriginal Shire Council employees.

External Liaison: Government organisations and members of the community

MANDATORY REQUIREMENTS

- Possession of a "C Class Driver Licence
- Tertiary qualifications at Certificate III level or above or equivalent or substantial progress towards attainment in Animal Control and/or Rural Operations (Animal Care and Management in Aboriginal and Torres Strait Island Communities

POSITION DESCRIPTION AUTHORISATION

This position description is subject to change from time to time as Kowanyama Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion and agreement with the position incumbent.