

Job Description

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Position Title:	Animal Attendant
Position No:	CMP006, CMP007, CMP008, CMP039, CMP050, CMP052, CMP053, CMP054
Division:	City Development
Section:	City Standards and Compliance
Job Grade:	8
Reports to:	Animal Attendant Supervisor

JOB SPECIFICATION

Position Overview
1. Provide ongoing care to animals who come into the facility and ongoing cleaning of animal enclosures 2. Provide advice on animal control issues in response to enquiries from the community. 3. Assist with the operational running of the Animal Care Facility. 4. To project the Council as being efficient and sensitive to the needs of the community.

Key Duties & Responsibilities
• Assist with companion animal care and treatment in accordance with adopted work procedures and programs. • Clean kennels, cattery and other animal enclosure and assist with general cleaning and upkeep of the Animal Care facility. • Provide exercise and stimulation to animals as required. • Assist Council's veterinarian with the treatment and euthanizing of animals in accordance with adopted work procedures. • Assist with the monitoring of the health and wellbeing of all animals at the Animal Care Facility and monitor animal behaviour accordingly, ensuring all animal behaviour concerns are reported immediately to the Team Leader. • Administer microchip implants (subject to individual accreditation as an authorised identifier) to identify companion animals as required and in accordance with recognised work procedures. • Provide and promote a prompt, effective and courteous service to all customer enquiries. • Maintain and prepare records as required and/or directed. • Attend meetings, seminars and staff education programmes as required. • Educate the public on the requirements of the Companion Animals Act and provisions of legislation. • Apply detailed knowledge of relevant legislation, standard procedures and Council policies to all duties and responsibilities.

General

Additional overtime and variations to starting and finishing times may occur from time to time by mutual agreement between the officer and the City Standards and Compliance Manager. A uniform is supplied and is to be worn during all work periods.

Performance Standards

- To “live” the organisational values of respect, integrity, teamwork, trust and optimism, thereby positively contributing to the direction and culture of Council.
- Completion of performance reviews and training plans in accordance with Organisational Standards.
- All staff have a duty to ensure that they comply with the requirements of all relevant standards, codes of practice and legislation including the *Local Government Act 1993* and the *State Records Act 1998*.
- All staff are required to perform their duties in accordance with Council’s Policies, Authorised Statements, Procedures, Job Description, Risk Identifications, Work Method Statements (WMS), Safe Operating Procedures (SOP) and site specific documents.
- The responsibility of staff is to ensure that they take reasonable care of their own health and safety.
- To work in line with Council’s strategies and plans including the Community Strategic Plan, Delivery Program and Operational Plan.
- The completion of performance reviews and training plans in accordance with Organisational Standards.
- Complete all tasks within agreed timeframes.
- Achievement of performance objectives agreed in the annual performance appraisal as outlined in the annual job purpose statement.
- Ensure that compliance legislation is enforced in a fair and consistent manner.
- All workers have a duty to ensure that they comply with the requirements of the Records Management policy (Doc Set No 1555132) and the *State Records Act 1998*.



PERSON SPECIFICATION

Essential Criteria

- COVID-19 Vaccination or medical contraindication upon commencement (a verification will be conducted on recommended applicants)
- Previous experience in handling animals.
- Well-developed oral and written communication skills.
- Excellent customer service skills.
- Self-motivated and able to work to deadlines without close supervision.

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- Ability to apply standards in a uniform manner.

Desirable Criteria

- Experience in an animal shelter environment

Behavioural Competencies & Personal Attributes

- Reliability.
- Communication.
- Conflict management.
- Customer service.
- Integrity
- Professional/technical expertise.
- Passionate.
- Pragmatic.
- Resilient.
- Self-motivated.
- Approachable and personable.
- Adaptable and flexible.

Further Responsibilities

Equal Employment Opportunity Principles	A knowledge and application of Council's Equal Employment Opportunity principles is required. Promotion of Council's EEO and Harassment Prevention principles is required.
Delegations	As per delegations and policy register in PULSE .
Work Health and Safety	Category 6
Pre-employment Health Assessment Category	High Risk
Review Process	Job and Person Specifications are reviewed annually in conjunction with Council's Performance Development System.
Authorisation	Director City Development

Acknowledgement of Country

Campbelltown City Council resides within Dharawal country. We honour and respect our Aboriginal and Torres Strait Islander Traditional Custodians, Elders and communities and the spirit that binds us in our dreams and aspirations on Dharawal country.

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