

POSITION SUMMARY

ANIMAL ATTENDANT (634, 635, 636)

Directorate	Environmental, Planning and Building Services
Section	Environment
Classification	Band 2, Level 1 Grade 4
Position Status	Permanent full time & part time
Commencing Salary Range	\$1068.20 to \$1122.28 (full time, pro rata for part time)
Reports to	BARC Coordinator
Direct Reports	Nil
Work Location	Bathurst Animal Rehoming Centre

Position Purpose

An Animal Attendant undertake animal handling, cleaning and administrative duties at the Bathurst Animal Rehoming Centre (BARC) and must proactively support release and rehoming of impounded animals.

Key Responsibilities

1. To
 - (a) undertake cleaning, feeding, exercising and animal handling duties at the BARC
 - (b) complete all forms, case notes and correspondence relevant to the animals in care at the BARC
 - (c) undertake administrative tasks such as telephone enquiries, data entry, payment processing and record keeping relating to functions of the BARC
 - (d) provide a high standard of customer service at BARC and proactively liaise with animal rescue organisations to maximise rehoming opportunities
 - (e) liaison with volunteers, contractors and other stakeholders to facilitate the efficient operation of the BARC facility

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

Selection Criteria

Essential

- Certificate II in Animal Studies or at least 3 year's experience in a similar role
- Demonstrated capacity to handle dogs and cats in accordance with safe work method statements
- Ability and experience in cleaning and disinfection of animal cages to the required hygiene standard
- High level of customer service skills
- Ability to liaise with internal and external stakeholders to coordinate adoption and rehoming of animals
- Solid working knowledge of animal behaviour and assessment requirements
- Experience in administrative tasks such as data entry, completion of forms and telephone enquiries
- Basic to Intermediate user of MS Word, Excel and web-based systems.
- Demonstrated ability to manage difficult customers both in person and on the telephone
- Class C NSW Drivers Licence

Desirable

- Certificate III in Animal Studies
- Experience in a handling livestock and aggressive animals
- Demonstrated ability to work in a team environment
- Authorised identifier (NSW accreditation)

Expected Organisational Standards

1. Follow defined WHS procedures.
2. Provide service to customers.
3. Work effectively in the local government context.
4. Work with others in local government.
5. Communicate in the Workplace.
6. Follow defined risk management policies and procedures.
7. Follow defined ethical guidelines from Council, including Code of Conduct.
8. Follow defined environmental sustainability guidelines.

Employment Conditions

- 38-hour week with an RDO every third week (full time)
- 2-3 days per week (part time)
- Hours of work are 8:00am to 4:39pm Monday to Friday, weekend work on a rostered basis
- Probationary period of 3 months
- Four weeks annual leave (pro rata for part time)
- Superannuation of 10.5% paid by Council
- Medical (including drug and alcohol screening) and audio required as part of selection process.

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