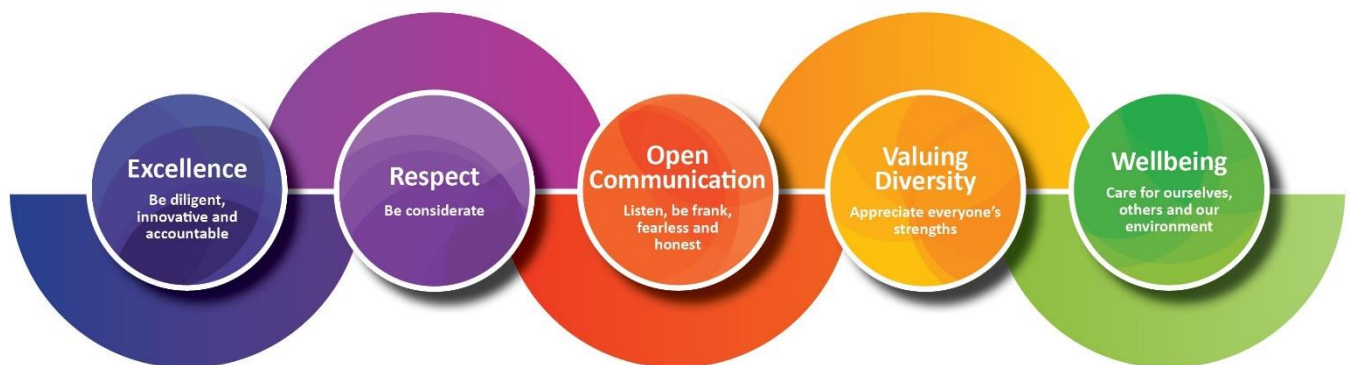


Position Description

Veterinarian

Reports to:	Coordinator Epping Animal Welfare Facility		
Classification:	Band 7	Employment type:	Full time
Employment basis:	Permanent	FTE (if part time):	N/A
End date / tenure:			
RDO eligibility:	Monthly		
Probity checks required:	Police Check COVID-19 Vaccine Medical examination		
Special conditions:			
Right to Work	Employment at the City of Whittlesea is conditional upon having the right to work in Australia. Evidence of valid working rights will be required.		
		Position code:	

We live our values to deliver great outcomes for our community



Document Control	Name	Title	Date
Prepared by:	Erin O'Shannessy	Coordinator EAWF	5/07/2022
Approved by:	Ben Durant	Unit Manager Animal Management	6/07/2022
Reviewed by (HR):	Jo Durose	HR Business Partner	17/08/2022

About the City of Whittlesea

The City of Whittlesea is one of the fastest growing municipalities in Australia and, as a local government organisation, we play a pivotal role in the everyday lives of more than 220,000 community members. We are committed to upholding our obligations under the Local Government Act, which include providing high quality advice to Council, implementing Council's decisions in an efficient and effective manner, and ultimately providing our community with value-for-money, quality services that are relevant and meet our community needs. Our vision is to make Whittlesea 2040: A Place For All.

We offer meaningful and challenging work in an environment of continuous change and improvement. At the City of Whittlesea, our behaviours and actions are guided by our organisational values. By consistently living and promoting our values, we shape an effective organisational culture and build trust with employees, partners, stakeholders and the community. The City of Whittlesea is an equal opportunity employer and committed to attracting and retaining a diverse workforce that reflects our municipality.

To learn more, please visit our website at whittlesea.vic.gov.au.

Position purpose

This position is responsible for providing a high level of veterinarian care to the animals at Epping Animal Welfare Facility, and for providing veterinarian medical advice to the team caring for the animals at the facility.

Key relationships & interactions

Internal	External
• All EAWF Staff • Animal Management Staff • People and Culture • All Council Staff	• Members of the Public • Animal Rescue and Foster Care Groups • Partner Council Staff • RSPCA • External Veterinary Clinics

Key accountabilities

1. Ensure daily compliance with relevant Acts, Regulations, Codes and Policies as they relate to impounded animals, including but not limited to the Veterinary Practices Act 1997, Domestic Animals Act and associated regulations and code of practices.
2. Provide veterinary services to shelter animals at the facility in a professional and caring manner. Including but not limited to treating animals medically and surgically, administering and prescribing drugs, analgesics, and general and local anesthetics.
3. Observing, documenting, reporting and treating health and behaviour concerns for the animals in our care. Maintaining animal medical records on the facility's animal database.
4. Develop health management plans in consultation with the Coordinator, and facility practices meet industry standards on issues of infectious diseases, zoonoses, and biosecurity.
5. Responsible for obtaining and maintaining storage for scheduled poisons, including a controlled drug register.
6. Advise and assist the Coordinator and vet nurses in the ordering of medications and consumables for the facility.
7. Collaborate with the Coordinator and the Unit Manager to make fast pace, best animal welfare decisions.
8. Presenting medical cases to the ethics committee and provide professional advice on animal's medical findings.

9. Effectively assist the Coordinator to supervise the vet nurses to ensure team is delivering on business objectives and behavioural expectations, and that employee development and engagement is maximised.
10. Read, understand, comply with and uphold the City of Whittlesea values and the Code of Conduct, which are subject to change from time to time.
11. Read, understand, comply with and uphold all relevant policies, procedures, regulations and guidelines, which are subject to change from time to time.
12. Other duties as required and / or directed.

Selection criteria

Qualifications and / or licences

1.	Bachelor of Veterinary Science	Essential
2.	Current Victorian Veterinary surgeon registration	Essential
3.	Microchipping and Radiation Licenses	Essential

Experience and knowledge

4.	Experience in Shelter Medicine	Desirable
5.	Minimum three years' experience as a veterinarian	Essential
6.	Trained in high volume desexing	Desirable

Key Selection Criteria

7. Skills in managing time, setting priorities, planning and organising one's own work so as to achieve specific and set objectives in the most efficient way possible.
8. Proven experience working in a shelter environment, practicing shelter medicine or practice in a high intake veterinarian clinic.
9. Excellent communication skills, both verbal and written with proven skills in quality report writing and preparing external correspondence. Ability to be able to change communication style to suit audience.
10. Experience in utilising initiative to implement business improvement practices
11. Proven ability to have high emotional intelligence and empathy
12. Demonstrated ability to maintain resilience and recognise when you need assistance
13. Proven ability to remain calm under pressure
14. Experience in developing policies and procedures for shelter health management plans, disease outbreaks and general health checks

Core Capabilities

For further details, see City of Whittlesea Capability Framework at whittlesea.vic.gov.au/about-us/careers-at-council.

15.	MANAGE SELF Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning.	Adept
16.	DISPLAY RESILIENCE & ADAPTABILITY Express own views, persevere through challenges, and be flexible and willing to change.	Adept
17.	ACT WITH INTEGRITY Be honest, ethical & professional, prepared to speak up for what is right & be a role model to others of org values.	Adept
18.	COMMUNICATE AND ENGAGE Communicate clearly and respectfully, listen, and encourage input from others.	Adept
19.	WORK COLLABORATIVELY Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity.	Adept
20.	THINK & SOLVE PROBLEMS Think, analyse and consider the broader context to develop practical solutions.	Advanced

Other skills and personal attributes

21.	Ability to assist to train less experienced staff	Desirable
22.	Strong understanding of common shelter diseases and illnesses and the knowledge of best treatment	Essential
23.	Knowledge of medical equipment and anaesthesia procedures	Essential
24.	Ability to set own priorities and manage time to achieve business outcomes	Essential
25.	A desire to work with the community to improve animal welfare outcomes	Essential

Additional classification information

Accountability and Extent of Authority

- Works under general supervision.
- Work tasks are governed by well-established practices and procedures.
- The effects of decisions, actions and quality of output may be significant, but are generally localised / contained, and subject to appeal or review by more senior employees.
- May be required to provide on-the-job training to others, based on skills and experience.
- Responsible for supervising resources, including other employees.

Judgment and Decision Making

- Objectives of the work are not always well defined.
- Methods, procedures and processes to complete the work are developed from theory or precedent.
- Problem solving is a key component of the role and involves the application of established techniques to new situations, and the need to recognise when the established techniques are not appropriate, and adapt or develop new techniques accordingly.
- Guidance is not always available within the organisation.

Specialist Knowledge and Skills

- Knowledge of animal behaviour and behavioural medications
- Ability to document and implement procedures
- Proficiency in the application of a theoretical or scientific discipline, including the underlying principles as distinct from the practices.

Management Skills

- Requires skills in managing time, setting priorities and planning and organising one's own work.
- May assist other employees by providing guidance, advice and training on routine technical, procedural or administrative / professional matters.

Choose an item.

Interpersonal Skills

- Requires effective oral communication skills.
- Requires the ability to gain co-operation and assistance from clients, members of the public and other employees.
- Must be able to liaise effectively with their counterparts in other organisations to discuss and resolve specialist problems, and with other employees within their own organisation to resolve intra-organisational problems.

Qualifications and Experience

- Post-graduate qualifications in Veterinary Science or relevant discipline, combined with relevant experience.
- Motor vehicle licence is desired

Physical elements and requirements

Please refer to the provided Job Task Analysis document for detailed information about the physical elements and requirements of this position.

Work environment

Indoor	Frequently (46-100%)	Outdoor	Rarely (0-15%)
High temperatures	Rarely (0-15%)	Low temperatures	Rarely (0-15%)
Loud noises	Occasionally (16-45%)	Fumes	Occasionally (16-45%)
Working with animals / wildlife		Frequently (46-100%)	

Physical demands

Standing	Frequently (46-100%)	Working at heights	Rarely (0-15%)	Repetitive hand work	Occasionally (16-45%)
Sitting	Occasionally (16-45%)	Walking	Occasionally (16-45%)	Heavy lifting(>15kg)	Occasionally (16-45%)
Driving	Rarely (0-15%)	Bending	Occasionally (16-45%)		

Use of Office Equipment

Telephone	Rarely (0-15%)	Printer / photocopier	Rarely (0-15%)
Lap top / Desktop	Frequently (46-100%)	Telephone headset	Rarely (0-15%)

Child Safety

The City of Whittlesea is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

The City of Whittlesea's policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs.

Declaration

The City of Whittlesea acknowledges and respects the privacy of individuals. A medical examination may be required to ensure that you are placed in a position in which the duties required are safely within your capacity. For some physical or outdoor positions, an additional functional capacity examination may be required.

You are required under Section 41 of the Workplace Injury Rehabilitation and Compensation Act 2013 (“the Act”) to disclose all pre-existing injuries or diseases suffered by yourself and which you are aware may be affected by the nature of the proposed employment. The failure to disclose, or making a false or misleading disclosure, of a pre-existing injury or disease means that any recurrence, aggravation, acceleration, exacerbation and deterioration of the pre-existing injury or disease as a result of employment with the City of Whittlesea does not entitle you to compensation under the Act.

I have read and understood this position description and declare that I am fit and able to perform the inherent requirements of the position outlined within.

Name:

Signature:

Date: