

POSITION DESCRIPTION



M: PO Box 733, BENDIGO 3552
A: 15 Hopetoun Street, Bendigo
P: (03) 5434 6000
W: www.bendigo.vic.gov.au

POSITION TITLE & NUMBER:

Veterinary Nurse – Bendigo Animal Relief Centre (#849)

EMPLOYMENT STATUS:

Full time, Ongoing

CLASSIFICATION:

Band 4

FULL TIME SALARY RANGE:

\$64,602 - \$69,508 plus superannuation

UNIT:

Safe and Healthy Environments

APPLICATION GUIDELINES

Please submit a cover letter, outlining why you are interested in this position and detailing your relevant experience with your current CV/resume.

THE CITY

The vision for Greater Bendigo is “Greater Bendigo celebrates our diverse community. We are welcoming, sustainable and prosperous. Walking hand-in-hand with the traditional custodians of this land. Building on our rich heritage for a bright and happy future”. As the Council we work in partnership with our community to move toward this vision.

As an organisation we aspire to be a values driven, be a flexible employer, embrace diversity, have generous leave provisions, encourage staff training and development and provide a supportive, team orientated work place. Further information is found at www.bendigo.vic.gov.au

THE UNIT

The Safe and Healthy Environment unit's purpose is to protect and promote the health and safety of the community and the environment by monitoring risks, evaluating the systems associated with those risks, determining and implementing appropriate interventions, and evaluating the impact of the interventions. Further information is found at: <https://www.bendigo.vic.gov.au/Services/Animals-and-Pets>

The Bendigo Animal Relief Centre (BARC), provides feed, shelter and medical treatment to animals who have become lost, seized or surrendered. Further information is found at: <https://www.bendigoanimalreliefcentre.com.au>

POSITION OBJECTIVE

- Ensure the health and wellbeing of all animals in BARC and in foster care.
- Perform Veterinary Nursing duties to assist the facility Veterinarian.

KEY RESPONSIBILITIES AND DUTIES

- Manage surgery schedules, vaccination schedules and daily medical treatments and provide advice to owners on animal health matters.
- Coordinate Veterinarian site visits and assist the Veterinarian with general nursing duties including animal assessments, administering medications, vaccinations, and ethical euthanasia.
- In collaboration with the Veterinarian and developed processes, ensure required supplies of medications and vaccinations are readily available at the facility.
- Assist with on the job staff training to ensure best practice animal care.
- Ensure the collection and application of timely, consistent, and reliable record keeping practices at the facility.

Our Values & Behaviours



- Assist the Veterinarian and Operations Manager to ensure facility practices meet industry standards on issues of infectious diseases, zoonoses, and biosecurity, and reporting to the proprietor on matters of compliance and disease outbreaks.
- Assist with the promotion and public profile of the facility and foster positive relationships with key stakeholders such as the general public, volunteers and foster care groups.

SKILLS AND ATTRIBUTES

Technical/specialist skills:	Veterinary science, administration skills
Personal attributes:	Communication, teamwork, adaptable, time management, problem solving

ORGANISATIONAL RELATIONSHIPS

Reports to:	Operations Manager – BARC
Supervises:	Nil
Internal Liaisons:	Staff members and other City employees
External Liaisons:	General public, foster care and animal rescue groups, veterinarians, suppliers, industry associations and peak bodies, contractors and Victoria Police.

ADDITIONAL INFORMATION

- A satisfactory Police Record Check, Working with Children Check and evidence of any required vaccinations is required for this position.
- You will comply with and follow all Occupational Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- You may be provided with or use equipment that contains electronic monitoring devices.
- Some flexibility in working hours is required including early starts, weekends, public holidays and/or evening work.

QUALIFICATIONS

- Certificate IV in Veterinary Nursing qualification or knowledge and skills in Veterinary Nursing gained through on-the-job training commensurate with the requirements of the position.

KEY SELECTION CRITERIA

- An effective team player with the ability to work cooperatively and positively in a sensitive and confidential environment.
- Experience working as a Veterinary Nurse.
- Excellent interpersonal and conflict management skills.
- Sound verbal and written communication skills with the ability to record accurate notes and preparation of correspondence.
- Strong time management and organisations skills.

BAND 4 CLASSIFICATION DESCRIPTORS

ACCOUNTABILITY & EXTENT OF AUTHORITY:

- Provide information to clients and information and support to more senior employees as required.
- Responsible for supervising resources including other employees and/or regulate clients.
- The freedom to act is limited by standards and procedures encompassed by the nature of the work assigned to the position from time to time. The work generally falls within specific guidelines, but with scope to exercise discretion in the application of established standards and procedures.
- Ability to work with sufficient freedom to plan one's own work.
- The effect of decisions and actions are usually limited to a localised work group or function, individual jobs or clients, or to internal procedures and processes.

JUDGEMENT & DECISION MAKING:

- Work objectives are well defined but there is a requirement to make decisions regarding the particular method, process and equipment to be used by selecting from a range of available alternatives.
- Quantification of the amount of resources needed to meet work objectives may be required.
- Guidance and advice are always available within the time available to make a choice.

SPECIALIST SKILLS & KNOWLEDGE:

- Knowledge of veterinary science through formal training, in particular domestic animals.
- An understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents.
- An understanding of the goals of the Safe and Healthy Environments Unit and an appreciation of the goals of the wider organisation.
- Proficiency in the application of standardised procedures, practices, Acts and Regulations.
- Proficient in the use of computer software including Microsoft Office suite.

MANAGEMENT SKILLS:

- Basic knowledge of personnel practices and be able to provide employees under their supervision with on-the-job training and guidance as required.
- Necessitate skills in managing time and planning and organising one's own work.

INTERPERSONAL SKILLS:

- Ability to demonstrate and display the City's staff values and behaviours.
- Ability to provide excellent customer service in adherence to the City's Customer Service Charter.
- Ability and commitment to maintain confidentiality at all times.
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of well-defined activities and in the supervision of employees where applicable.
- Skills in written communication to enable the preparation of routine correspondence and reports as required.