

POSITION DESCRIPTION

Division: Chief Operating Officer Group

Position Number/s: Various

Branch: Governance and Ministerial Services

Classification: Senior Officer Grade B

Business Unit: Boards and Committees

Position Status: Temporary

Position Title: Inspector, ACT Veterinary Practitioners Board

Position Hours: Casual

Position Requirements: Class C driver's licence

Reports to: Director, Boards and Committees

Location: Canberra

Last Reviewed: April 2023

DIRECTORATE OVERVIEW

Join Transport Canberra and City Services as we deliver quality services that make Canberra a great place to live. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends, and community. We value our people, we support diversity and we strive to be a great place to work.

Join our team of over 2,000 employees already at work in one of our 50+ locations across Canberra and help us shape our city for tomorrow.

Learn more about who we are at the [Transport Canberra and City Services website](#).

DIVISION OVERVIEW

The Chief Operating Officer Group is responsible for delivering corporate services across the Directorate to ensure TCCS can deliver connected services. The group is responsible for establishing good governance practices, ensuring the health and wellbeing of all employees, people management, finance, ICT, digital and data reform, legal and governance frameworks, increased maturity in safety, and delivery of processes improvements across the directorate, as well as Ministerial services and support.

ACT VETERINARY PRACTITIONERS BOARD OVERVIEW

The ACT Veterinary Practitioners Board (the Board) is a statutory Board established under the *Veterinary Practice Act 2018* (the Act). The Board is responsible for regulating and registering veterinary practitioners and veterinary premises, as well as setting the standards and fees applicable to veterinary practitioners and premises in the ACT.

The Board is also responsible for inspecting each registered premises every four years and any other time as required. The Board may call on the services of a premises inspector at any time.

POSITION OVERVIEW

Veterinary premises that are used for the provision of veterinary services in the ACT must be approved by the Board. A requirement of registration is that the premises must be inspected at initial registration and then on at a least four-yearly schedule.

The purpose of inspections is to ensure the veterinary premises meets the *Veterinary Practice Veterinary Premises Standards 2018* (or any new standards subsequently published by the Board).

Inspections of premises or registered veterinary practitioners under the Act may also take place on an ad-hoc basis should the Board require them.

The Board can appoint an individual as an inspector under the Act to undertake these kinds of inspections.

DIVERSITY STATEMENT

The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTQIA+ are encouraged to apply.

WHAT YOU WILL DO

The duties of an inspector include, but are not limited to:

1. Under broad direction, perform the duties required of an inspector under the *Veterinary Practice Act 2018*, including liaising with veterinary practitioners and premises;
2. Under limited direction, provide independent regulatory and inspection functions relating to the administration of the *Veterinary Practice Act 2018* and the *Veterinary Practice Veterinary Premises Standards 2018*;
3. Respond to ad hoc, sometimes short notice, requests to inspect veterinary premises while working safely and autonomously;
4. Under broad direction, prepare reports in writing and verbally report to the board on the outcome of inspections of premises or individual veterinary practitioners;
5. Understand good regulatory practice and governance, and appropriately manage issues such as conflicts of interest; and
6. Under limited direction, contribute to the promotion and improvement of veterinary premises conditions above the legislated standards.

WHAT YOU REQUIRE

The following capabilities form the selection criteria that are required to perform the duties and responsibilities of the position.

1. Demonstrated experience in a similar inspection or regulatory role and/or possess the capability to perform the duties of an inspector under the *Veterinary Practice Act 2018*;
2. Demonstrated ability to interpret legislation, regulations and guidelines in the veterinary industry and apply legislation autonomously;
3. Demonstrate high level communication (oral and written), liaison, and sound negotiation skills including the ability to manage difficult conversations and de-escalate conflict independently and on veterinary premises;
4. Maintain auditable and accurate records, both manual and electronic; and
5. Prepare written reports and report verbally to the Board on the performance of veterinary premises and/or registered veterinary premises.

Professional / Technical Skills and Knowledge

- Experience with animal related services and/or the veterinary profession is beneficial, but not an essential requirement.
- Currently working outside of the ACT is also beneficial to avoid conflicts of interest.

Compliance Requirements / Qualifications

1. Driver's licence (Class C) is essential.
2. This position does not require a pre-employment medical.
3. This position does not require a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of ACT Veterinary Practitioners Board Inspector (position number TBA) and indicates how frequently each of these requirements would be performed. Please note that TCCS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

This position is located in a workplace designated for Activity Based Working (ABW). ABW transforms the way we work. By creating flexible workplaces with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space.

ADMINISTRATIVE	FREQUENCY
Telephone/Mobile Phone use	Frequently
General computer use/in field technology	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Occasionally
Standing for long periods	Occasionally
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
Requirement to work overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Occasionally
Work in isolation from other staff (remote supervision)	Frequently
Working in a call centre environment	Never
Working directly with the public	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (on roads, paths or nature strips)	Never
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never

Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Frequently
Frequent travel – interstate	Frequently

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Frequently
Exposure to potentially distressing case material or work sites	Occasionally

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally