



POSITION DESCRIPTION

ANIMAL MANAGEMENT AND LOCAL LAWS OFFICER

Reports to:	Local Laws and Animal Management Coordinator
Purpose of Position:	The Officer contributes to the administration and enforcement of the Domestic Animals Act 1994, Regulations, Codes, Local Laws and other associated legislation, with the main emphasis on animal management, under the control of the Council's Safety and Amenity Unit. The Officer may be required to assist with other duties in order to achieve the objectives of the Safety and Amenity Unit.
Salary Range:	Within Band 5 of the Moira Shire EA Number 9
Financial Authority:	In accordance with Council's Delegations Framework
Incumbent:	
REF NO:	D17/67874

Enquiries

For more information about this position please contact the Moira Shire Council People and Safety on (03) 5871 9222 or email careers@moira.vic.gov.au

Moir Shire Council is an Equal Opportunity Employer offering flexible work arrangements for employees in a family-friendly work place.

ORGANISATIONAL RELATIONSHIP	
Position reports to:	– Local Laws and Animal Management Coordinator
Position supervises:	– Nil
KEY RELATIONSHIPS	
Internal:	– Employees of Moira Shire – Customer Experience Team – General Manager Infrastructure –
External:	– Members of the public – Counterparts at other organisations – Community groups – General Public – Local Law enforcement – Local Vets and animal rescue organisations
PRIMARY RESPONSIBILITIES AND KEY FUNCTIONS	
Public Education and Communication	
– Enhance the image of the Council to both internal and external customers. – To educate community groups, business owners and members of the public on their responsibilities under Community Safety & Amenity local laws, Domestic Animals Act 1994, Regulations, Codes and associated legislation and conduct follow up action on violations. – To provide an effective communication link between Council and its staff, community and local service providers. – Conduct regular community education sessions on key Community Safety and Amenity topics, including but not limited to, animal management, fire prevention and crime prevention. – Liaise with government departments, other agencies, contractors, legal services and private landholders. – Prepare a range of written correspondence, including but not limited to reports, presentations, investigation briefs, forms, policies and procedures. – Assist in preparing reviews required by legislation, policy and procedures.	
Animal Management	
– Implement Council's Domestic Animal Management Plan, as adopted by council and amended from time to time. – Assist in the further development of the Domestic Animal Management Plan including	

PRIMARY RESPONSIBILITIES AND KEY FUNCTIONS
policies and procedures relating to animal management. – Collect and review information on animal management activities for Domestic Animal Management Plan reviews and reports.
Animal Management (Continued)
– Assist with the development and implementation of strategies, policies and procedures to ensure responsible pet ownership. – Assist with operation of Council's pound facility and ensure cleaning is undertaken daily in accordance with any contractual agreement and guidelines for the prevention of diseases. – Ensure that equipment, food and cleaning material for the pound are always available. – Effectively care for and safely handle impounded domestic animals and livestock: identify ill or diseased animals and take appropriate action. – Maintain and review animal intake reports, rehousing reports, pound register and prepare reports as required. – Develop and maintain a veterinary agreement to provide services for animals in the care and management of Council. – Administer medications and perform procedures to assist in the detection of parvo and other conditions related to public health and animal welfare. – Ensure the security of the pound and report required maintenance in a timely and effective manner. – Ensure that all documentation with respect to impounded animals is processed daily and ensure that if released, the animal is registered in accordance with the legislation, the required fees are paid and infringement notices are issued as required. – Maintain the Council's Animal Adoption program ensuring all legislative requirements are fulfilled, documentation is completed, processes and procedures are adhered to. – Implement and maintain programs to promote the adoption of pound animals. – Maintain Council's website relating to animal management, including but not limited to, impounded animals and the rehousing of animals. – Complete reports and record pound and adoption program activities. – Conduct animal temperament assessments to promote successful adoption. – Develop, implement and maintain volunteer foster care training programs to ensure proper animal care for the successful adoption of pound animals. – Investigate and resolve breaches of relevant animal control and local laws; collate evidence and where necessary prepare reports / court briefs for legal proceedings. – Generate programs to ensure compliance and education within the community in accordance with the provisions of the Domestic Animals Act 1994, associated legislation and Council Policy. – Assist with the domestic animal registration process. – Conduct door knocks pertaining to dog and cat registrations. – Respond to complaints / reports of stray, wandering and dangerous animals. – Where required, euthanize and dispose of animals using proper procedures and equipment. – Handle animals in a safe and humane manner.

PRIMARY RESPONSIBILITIES AND KEY FUNCTIONS
– Maintain Council's emergency management plan relating to animals. – To provide for best practice animal management.
General Duties
– Undertake required functions and duties relating to after-hours emergency animal and local law requirements on weekends and public holiday events or shift work hours. – Issue fines in accordance with Council's policies, local laws and relevant Acts. – Collect fees and charges in relation to animal and local law registrations, permits and fines. – To assist and support the Coordinator in achieving their objectives. – Contribute to the long term aim of community safety of strengthening communities and to reduce the likelihood of problems occurring and respond to them effectively. – Assist in maintaining aesthetic and hygienic conditions of public and private properties. – Accept such other assignments as may be issued by the Safety and Amenity Coordinator. – Ensure that any vehicle used and all equipment is kept secure and accounted for at all times. – May be required to work overtime. – Attend and participate in team meetings.
Although an employee may be appointed to a particular position, Council may ask for duties to be carried out in other areas that are within their range of skills, competence and training.
Moir Shire Council understands and accepts its roles and responsibilities in emergency management operations described in the Emergency Management Act 2013 and it is a core function of Council business. At times the incumbent may be asked to assist in Council's emergency management operations, within reason.

ACCOUNTABILITY AND EXTENT OF AUTHORITY
– The position occupant is accountable to the Coordinator. – To perform the duties of an Authorised Officer in accordance with the Instrument of Appointment/Delegation approved by Council. – Ensure that the statutory requirements of the Domestic Animals Act 1994, Local Government Act 1989, Litter Act 1987, Prevention of Cruelty to Animals Act 1986, Impounding of Livestock Act 1994, Country Fire Authority Act 1958, Building Act 1993, Planning & Environment Act 1987, Road Safety Act 1986 and all other relevant Acts, Regulations, Rules, Codes and Local Laws are enforced pursuant to the provisions of Council policies and procedures. – Ability to give evidence of breaches of the law in the Magistrates' Court or other lawfully constituted Tribunal. – Ability to prosecute breaches of the law on behalf of the Council in the Magistrates' Court or other lawfully constituted Tribunal.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Provision of advice to clients within area of responsibility that is in accordance with Council policy guidelines and Management's direction.
- Ability to maintain effective working relationships with team members, internal and external customers.
- Implementation of decisions and actions within established guidelines.
- May supervise resources including staff.

JUDGEMENT AND DECISION MAKING

- May involve problem solving using guidelines, professional knowledge or experience. Problems may be complex and require some creativity and originality.
- Advice and guidance are usually available within time to make a choice.

RISK, WORK HEALTH AND SAFETY AND EQUITY

- Adhere to defined work health and safety policies, protocols and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace
- Adhere to defined work injury management policies, protocols and procedures
- Ensure Hazards are minimised and near misses, incidents and hazards are reported
- Compliance with Equal Opportunity, Diversity and Gender Equity policies and protocols
- Identify and manage areas of risk within area of responsibility to the department and Council

KEY COMPETENCIES

SPECIALIST SKILLS & KNOWLEDGE

- An understanding of the underlying principles of the position including relevant policies, regulations, Acts and precedents.
- Proficiency in the application of standard procedures, practices and policies in the provision of departmental services.
- The ability to understand the relevant technology, procedures and processes within the unit.
- Ability to develop and implement community education and publicity programs.
- Ability to undertake tasks that include investigation, research, analysis, assessment and then provide accurate results and interview to ascertain information.
- Ability to work autonomously and use discretion.
- Sound computer skills.

MANAGEMENT SKILLS

- Skills in managing time, planning and organising own work and setting priorities.
- Achieve specific objectives within available resources and timetable.
- Ability to implement EEO, OH&S and training & development.
- Ability to exhibit positive behaviours by showing initiative and taking responsibility for own actions.

INTERPERSONAL SKILLS

- Ability to gain co-operation and assistance from clients, other employees and members of the public through the use of high level Customer Service and Communication skills.
- Write reports in field of expertise and/or prepare external correspondence.
- Ability to interview, investigate, collate and present findings to courts / tribunals.

QUALIFICATIONS AND EXPERIENCE

ESSENTIAL	DESIRABLE
– Demonstrable experience in a similar role with an emphasis on community education and engagement. – Experience in animal handling, including dangerous animals. – Understanding of animal welfare legislation and experience in investigating complaints and attacks. – Ability to work autonomously and use discretion. – Current drivers licence. – Current firearms licence. – “Work with Children Check”.	– Train the trainer, Certificate IV in Training and Assessment or related field. – Certificate IV in Animal Control, Certificate IV in Statutory Compliance or related field. – Current First Aid Certificate.

INHERENT PHYSICAL REQUIREMENTS

High	– Handling animals and exposure to inclement weather conditions
Medium	– Extended periods of driving – Working at night time.
Low	– Dealing with difficult customers / stressful situations

KEY SELECTION CRITERIA

- Demonstrable experience and / or qualifications in a similar role with an emphasis on animal management, community education, engagement and enforcement.
- Proven experience in developing and delivering proactive Safety and Amenity Unit programs with measurable outcomes.
- Demonstrated experience working in partnership with Government Departments and other Agencies, Contractors, Legal Services, Community Groups and members of the public.
- Demonstrated effective time management and prioritisation skills with the ability to balance competing workloads and deliver within designated time frames.
- Understanding of relevant legislation and enforcement procedures.
- Understanding of and experience in investigating complaints including preparation and prosecution of briefs for court hearings.
- Ability to work in a team environment and in isolation including but not limited to after hours on-call roster.
- High level interpersonal and communication skills.

AGREEMENT

I hereby agree to the terms and conditions of this Position Description.

Incumbent's name: _____
(Print)

Signature: _____ Date: _____

Managers name: _____
(Print)

Signature: _____ Date: _____

REVIEW OF THIS POSITION DESCRIPTION

This position description will be reviewed in accordance with the Victorian Local Authorities Award 2001.