

Veterinary Nurse



TITLE: Veterinary Nurse

REPORTS TO: Clinical Coordinator Pets on Elgar

LOCATION: This position is based at City and Box Hill campus but is expected to work in the Lilydale and across any campus of the Box Hill Institute as required

DATE: July 2023

POSITION PURPOSE & CONTEXT

Veterinary Nurse (casual) provides veterinary nursing and administration support within Pets on Elgar Veterinary and Dog Grooming Clinic. Pets on Elgar is a training workplace for veterinary nurses and pet groomers and provides students with the opportunity to interact with pet owners and animals under the supervision of vocationally experienced and qualified trainers.

The Veterinary Nurse is a member of the Science and Animal Studies team within The Faculty of Health, Community, Disability and Animal Sciences. This position is responsible for working professionally with employees at all levels across the Box Hill Institute and liaising with relevant external stakeholders, including clients, students, industry representatives and suppliers.

The Faculty of Health, Community, Disability and Animal Sciences provides a wide range of teaching and learning programs at local and international campuses. The Faculty delivers nationally recognised training to over 3,000 students in courses ranging from Certificates to Diploma level qualifications. Disciplinary areas include nursing, aged care, community services, children's services, animal sciences, veterinary nursing, equine studies, and laboratory science. Vocational education and training courses provide pathways into rewarding careers with opportunities for articulation into Higher Education. Full-time, part-time, on-campus, blended, work-based and online delivery options exist to suit the needs of our students and industry partners.

REPORTING RELATIONSHIPS

Reports to: Clinical Coordinator Pets on Elgar

Direct reports: None

ACCOUNTABILITIES/OUTCOMES

Support the delivery of teaching practices and resources that engage and satisfy students

- Support teaching staff and students learning within Pets on Elgar Veterinary and Dog Grooming Clinics
- Proactively support the efficient use of Box Hill Institute resources and meet student needs.

Ensure support practices meet industry/employer needs

- Work with teachers and industry representatives to ensure teaching materials and resources meet industry standards.
- Ensure vocational currency and continuously improve professional practice by engaging with industry and professional associations.

Enable students to gain employment or move on to further study

- Work with students to improve their employability and life skills.

Provide a learning environment that supports students to complete their qualification

- Create and maintain a safe and supportive learning environment.
- Take a proactive approach to recognising situations that may put students at risk and responding in accordance with Box Hill Institute policies and procedures.

Support the delivery of a teaching in a safe environment at practical training

- Work with teachers and students to ensure all practical training occurs in a safe environment, adhering to Box Hill Institute Standard operating procedures for equine safety.

Build and enhance collaborative relationships with internal and external clients

- Contribute positively to the Box Hill Institute organisational culture by working collaboratively and communicating respectfully with employees at all levels within the Box Hill Institute
 - Working as an effective member of the Pets on Elgar Veterinary and Grooming Clinic to provide quality veterinary services to clients.
 - Promote and support professional business practices, with a strong focus on team work and continuous improvement
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QUALIFICATIONS AND EXPERTISE REQUIREMENTS

The Qualifications and Expertise required for the Veterinary Nurse role are:

Qualifications

- Certificate IV in Veterinary Nursing or higher qualification
- Relevant industry experience (minimum 3 years experience)
- Certificate IV TAE (TAE40116) or willingness to complete this qualification is desirable but not essential.

Expertise

1. **Vocational Expertise:** Experience as a Veterinary Nurse in veterinary practice
2. **Compliance:** Demonstrated experience related to compliance and regulatory practices related to WHS, client confidentiality, animal welfare, animal ethics and use of drugs in veterinary practice.
3. **Work Health and Safety:** Practical understanding and experience managing WH&S in the veterinary industry.
4. **Computer Skills:** Able to use both common and job-specific software applications.
5. **Organising and Planning:** Identifies processes, tasks and resources required to achieve a goal and able to liaise with others when organising work.
6. **Resource Management:** Maintains formal records required for resource management, plans for, and manages risk.
7. **Client Centricity:** Listens to clients and actively seeks to meet client needs while delivering high quality outcomes.
8. **Relationship Building:** Establishes and maintains useful relationships with people at all levels across business areas, functions and organisations.
9. **Integrity:** Operates in a manner that is consistent with BHI code of conduct and inspires trust by treating all individuals fairly.

WORKING WITH THE BOX HILL INSTITUTE

The Box Hill Institute includes the Centre for Adult Education (CAE). We are leading education providers with strong reputations for delivering high quality educational outcomes.

Box Hill Institute is committed to providing an environment where all young people thrive, feel safe and included. This commitment spans across all aspects of our operations and people. We build community capacity and enrich the lives of young people and adults through lifelong learning and personal development. We provide learning across a range of industries to the highest of standards at all course levels. Our approach is customer centric, and focusses on enhancing the quality of the learning experience through innovation and continuous improvement.

To maintain our reputation and achieve our strategic goals we need a workforce full of energetic and forward thinking people. If you are enthusiastic and resilient, with a strong customer and commercial focus, then join our team. At the Box Hill Institute you will work with great people in a challenging and dynamic environment, as we work together to continually improve our business.

CONDITIONS OF EMPLOYMENT

Candidates for employment with and employees of Box Hill Institute must satisfy Box Hill Institute's conditions of employment. These include but are not limited to –

- A valid Working With Children Check (employee classification);
- A National Police Check;
- Evidence of compliance with Box Hill Institute's COVID-19 vaccination requirements pursuant to the Public Health and Wellbeing Act 2008 (Vic).

Whether or not a candidate for employment or employee has satisfied these requirements is at Box Hill Institute's discretion.

Box Hill Institute employees must conduct themselves in accordance with relevant regulation and legislation, including but not limited to the Public Administration Act 2004 (Vic), the Occupational Health and Safety Act 1992 (Vic), the Victorian Child Safe Standards, the Victorian Public Sector and Box Hill Institute Codes of Conduct, and with Box Hill Institute policy and procedure

All employees of the Box Hill Institute are required to demonstrate in their behaviour, alignment with our values, which are:

We deliver outstanding experiences

We put our students and customers at the center of everything we do. We solve problems, take ownership and create experiences that make a difference.

We are in it together

As one team, we care about our people, and foster a generosity of spirit for our community. By valuing our differences we ensure everyone belongs in the BHI community.

We make great ideas happen

We empower each other to inspire new ideas and challenge the status quo. We are adaptable, equitable and agile in responding to opportunities.

The following conditions shall apply where applicable:

- Willingness to travel to other BHI locations or off-site locations.
- Ability to work outside of normal office hours and/or attend after hour's functions and activities.

AUTHORISATION AND ACCEPTANCE

PD Authorisation:	Title/Name:	Signature:	Date:
Accountable Manager	[hiring_manager_position]	Signed copy received and checked prior to upload by [owner_name]	[contract_issue_date]
Incumbent	[candidate_name]	[acceptance_status]	[acceptance_date]

People, Culture & Transformation	[reviewer_1_first_name] [reviewer_1_last_name]	Executed online by [reviewer_1_first_name] [reviewer_1_last_name]	[contract_issue_date]
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Position Classification:	PACCT 3
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