



Animal Management Officer

Full-time – Ongoing

Position Number: 2116

Location: Queanbeyan

The Package: \$66,872.52 - \$73,892.52 gross per annum + 11% super. (Evaluated as Grade 8 of the QPRC Salary System 2023).

Full-time – 38 hours per week. RDO conditions will apply.

Are you passionate about animal welfare and want to make a positive impact in your local community?

Position Overview: In this exciting position, you will primarily be responsible for assisting in the operations of Council's Animal Management facility involving release and impounding animals, administration tasks, finance management and data entry required under the Companion Animal Act. You will also be undertaking compliance activities in relation to alleged breaches of the Companion Animals Act, and be conducting planned and proactive patrols within Council's area. In conjunction with this, you will also participate in Animal Management community awareness and engagement activities, including presentations to schools, public meetings and displays where required.

Who we are looking for: Council is seeking a highly motivated individual who is passionate about animals, along with qualifications and/or relevant working experience in animal control or management. The successful candidate will have exceptional conflict resolution skills, along with effective time management and confident in handling various types of animals of various sizes.

Working with us: The successful candidate will be joining Council during an exciting stage of significant economic development and will be able to take pleasure in observing their contribution to the Queanbeyan-Palerang local government area. Council offers a diverse range of professional development opportunities as well as supporting a flexible work environment where possible. QPRC boasts an inclusive and supportive workplace with a number of health and wellbeing programs on offer to our staff.

If you have any questions relating to the role, please contact:

Sheree Curwen

Team Leader – Animal Management
(02) 6285 6237 or 0409 636 114

Closing date: 9:00am Monday 4 December 2023



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How to Apply

Before applying for this position, please review the following steps:

1. Access and download the **Applying for Jobs at QPRC Guide** featured in 'Job Attachments'. This guide will assist you in completing your application and understanding Council's recruitment procedure.
2. Download the **Position Description** also featured in 'Job Attachments'. This will assist you in addressing your capability to meet the **Selection Criteria** which you will be required to complete in the Selection Criteria section of the application.
3. Click the **Apply** button and follow the prompts.
4. When prompted, please submit your address of the Selection Criteria, your resume (including referees), cover letter and a copy of your Australian Driver's Licence.

Final steps:

5. Upon submission, you will receive an email from 'donotreply@qprc.nsw.gov.au' prompting you to confirm your identity. This email may be sent to your junk/spam inbox. Your application will not be submitted until you have confirmed your identity.
6. Once completed, you will receive another email to create a user profile. This user profile will allow you to log in and see the status of your application and apply for other jobs if desired.

Please ensure you attach your address of the selection criteria for the role in the Job Attachments section of your online application. The selection criteria can be found in the Position Description for the role.

Please note: If you are the preferred candidate for this role, you must have rights to live and work in Australia. You may be required to undergo a national criminal history check and will be required to complete a medical declaration form or pre-employment medical at Council's expense. Please refer to the Model Job Demands Checklist attached to the advertisement to review the physical requirements of this role.

If you have any questions regarding your application, please email:
careers@qprc.nsw.gov.au

Queanbeyan-Palerang Regional Council values the diversity in gender, backgrounds, culture and experiences of our employees and the community we serve. We are committed to providing an inclusive workplace and we encourage all applicants, including people with disabilities, veterans, Aboriginal and Torres Strait Islander people, LGBTQIA+ and other culturally diverse communities to join Council.



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