



VETERINARY PROGRAM ASSISTANT

VENUES, TOURISM AND EVENTS GROUP

WHY WE ARE HERE

To improve the well-being of Hamiltonians, we need to become the leading community-focused Council, so Hamilton's full potential can be unlocked – making it the best place to live.

The following values - adaptability, simplicity, inclusiveness, guardianship, and ambition are what make our thinking and mindset unique to Hamilton, so we need people on our team who understand that this value-driven thinking and mindset is the foundation of their performance. Our people are at the heart of everything we do.

WHY THIS ROLE EXISTS

This is a position at Te Kaaroro Nature Precinct (Hamilton Zoo and Waiwhakareke Natural Heritage Park) and is part of Council's Venues, Tourism and Events Group. The purpose of this group is to deliver thriving events, attractions, and destinations. Hamilton Zoo is home to more than 600 native and exotic animals and Waiwhakareke Natural Heritage Park is New Zealand's largest inland restoration project and provides an ecological paradise for native wildlife. The role provides casual support to Zoo operational teams.

WHAT YOU WILL DO

Reporting to the Head Nurse – Veterinary Program, you will assist the teams responsible for the effective day-to-day operation of the Hamilton Zoo animal nutrition centre and veterinary clinic and wider Te Kaaroro precinct duties as required.

This is a casual position within the team.

KEY OUTCOMES

Some of the **key outcomes** for this role include:

- Assist the Nutrition Centre Specialist to coordinate, monitor, source, prepare and order nutritional supplies for the animal department.
- Assist the Head Nurse - Veterinary Program to ensure the delivery of high-quality animal care through hospital husbandry, veterinary nursing, and biosecurity for imports/exports.
- Assist the Waiwhakareke and Zoo Keeper teams, as needed.
- Operating procedures (e.g. diets, minimum husbandry standards) and work instructions are carried out to a satisfactory standard, as directed by the team leader.
- Written record keeping is thorough and timely.
- Issues and concerns are identified and raised to the Head Nurse - Veterinary Program in a timely manner.
- Adhere to Health and Safety policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.
- Actively participate in all health and safety practices including Civil Defense.

HOW YOU WILL DO THIS

Our team culture is critical to our success. It's vital everyone who joins our team is an ambassador for our values, so together we can drive the best possible outcomes for our community.

YOUR MINDSET, SKILLS KNOWLEDGE AND EXPERIENCE

You actively work at being the 'best version of you' and your mindset and behaviours have a positive impact on others.

YOU BRING TO THE ROLE

- Full NZ drivers' license.
- Good standard of fitness.
- Animal husbandry experience.
- Understanding of the zoo industry, its philosophies and captive animal management practices.
- Ability to work on a casual, rostered basis covering seven days per week, up to 6 am-5 pm.
- Excellent time management; able to work consistently to schedules.
- Competent in basic computer use.
- Highly developed interpersonal and communication skills with the ability to work effectively with a diverse range of stakeholders (internal and external).
- Self-awareness that mindset is the foundation of performance and an ability to develop self and others in this regard.
- Veterinary nurse qualification is desirable, but not required.

NOTE: This position description is a broad outline of the key activities and responsibilities for this position. Key responsibilities may vary from time to time, at the request of the team leader to accommodate the operational needs of the wider team.