

POSITION TITLE	Veterinary Assistant
JOB PROFILE ID	RAVS_HEO2_SJP_02
JOB CATEGORY	Professional
JOB FAMILY	Research Animal Welfare Veterinary Support
COMPENSATION GRADE	HEO2
MANAGEMENT LEVEL	19 Individual Contributor

POSITION DESCRIPTION SUMMARY

PRIMARY FUNCTION The Veterinary Assistant assists nurses and veterinarians during treatments and with the daily care of hospital patients and boarders. They also carry out routine tasks to support the care of patients and boarders at the hospital. DECISION MAKING AND DELEGATIONS OF AUTHORITY The Veterinary Assistant works under direct or general supervision, performing tasks as directed and in accordance with defined responsibilities. They may make choices between established methods of work and plan and prioritise tasks to ensure deadlines are met. They also resolve routine matters related to responsibilities and work under supervision to resolve more complex matters.

KEY RELATIONSHIPS

Relationships	Position Title
Supervisor	0100744 Nurse Unit Manager - Mr Alexander Philp (Additional Job)
Direct Reports	
Peer Relationships	Refer to the organisational charts in Workday to view peer relationships relevant to your role. Please Note- This option is only available to University staff.

RESPONSIBILITY DESCRIPTION

1. Assist with overall care for animals and support veterinarians and nurses where required. 2. Assist with animal handling during general treatments under direction of treating veterinarian or nurse. 3. Support students with animal handling during rotations. 4. Assist with the restocking and cleaning of consultation rooms and treatment areas. 5. Provide support in responding to basic stakeholder enquiries, ensuring communication is clear and timely, and assist in maintaining up-to-date stakeholder records. 6. Assist in compiling data for reports, ensuring the information aligns with university systems, and help the team adhere to basic compliance standards. 7. Follow established health and safety guidelines, promptly report any hazards, and ensure personal workspace is maintained in a safe and orderly manner.

EDUCATION

Education	Required
Certificate II - In a relevant field	X
Other - An equivalent combination of relevant training and experience	X

Only one Field of Study needs to apply. The Education requirements should be considered in conjunction with the Work Experience requirements.

CERTIFICATIONS

Certificate	Required
-------------	----------

SKILLS

Skills
Ability to Communicate Effectively
Attention to Detail.
Computer Literacy.
Customer Service..
Organisation and Time Management.
Teamwork and Collaboration.

WORK EXPERIENCE

Work Experience
Experience handling and caring for animals.
Experience working with animals.

CAPABILITIES

Priority Core Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Acts with courage, respect and integrity	Acts with honesty, demonstrating ethical and professional behaviour, with the courage to speak up for respect and integrity.	FOU
Communicates with impact	Interacts with others clearly and effectively, using respectful verbal and non-verbal communication for the benefit of our students, staff and the communities we serve	FOU
Excels in discipline, field or profession	Strives to develop and improve own proficiency and profile in areas of focus, creating a positive impact for the University.	FOU
Responds to changing contexts	Anticipates and monitors demand and develops considered responses to continually improve student, staff and community outcomes	FOU
Takes accountability	Takes accountability for own actions and contributes to an inclusive, psychologically safe and high performance culture where people are inspired to thrive and realise their potential.	FOU
Takes action	Takes initiative, achieving results through a commitment to excellence and quality outcomes for the University, Australia and the wider world.	FOU



Priority Professional Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Actively manages opportunities, risks and issues	Actively manages opportunities, potential risks and uncertainties to achieving the strategic objectives of the University.	FOU
Delivers service excellence	Understands customer needs and wants, both now and in the future, to agree, meet and manage service expectations and deliver an excellent service experience for University staff, students and the community.	FOU
Enables compliance and integrity	Cultivates an environment in which students and staff act with integrity and comply with relevant laws, regulations and policies applicable to the University.	FOU
Understands the nature of research	Understands the nature of research work, research timeframes, the legislative and funding environment and navigating this landscape to support staff to deliver on the research objectives of the University.	FOU

Core Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Acts responsibly	Understands constraints and works to optimise value for the University by balancing safety, sustainability, risk, opportunity, and finite resources to deliver, directly or indirectly, on the objectives of the University.	FOU
Collaborates with others	Builds networks, models collaboration and works effectively with others to encourage inclusivity and impact.	FOU
Contributes to the University	Shows an appreciation of the higher education sector and role of the University in the local and international community, supporting the University's strategy of excellence in research, education, engagement and student experience.	FOU
Displays adaptability	Remains committed and persistent in the pursuit of goals, maintaining composure and professionalism, regardless of changing circumstances.	FOU
Displays cross-cultural understanding	Collaborates in an inclusive way demonstrating an understanding of cultural differences and how our views can shape the way we operate.	FOU
Strives to learn	Exhibits a commitment to continuously learn, having the courage to embrace new practices, behaviours and mindsets and be open to new ideas and perspective.	FOU
Thinks and solves problems	Makes informed and considered decisions by thinking critically and comprehensively to progress and enhance outcomes for the University.	FOU