

POSITION DESCRIPTION

Companion Animals Officer

Division	Liveable Communities
Department	Environmental Health and Regulatory Services
Reports to	Coordinator Rangers
Number of direct reports	Nil
Location	Taree
Grade	7
Employment status	Permanent Full Time
Hours of work	38
Date approved	27 July 2022

Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

TEAM	We work together to achieve the best outcomes
SAFETY	We are proactive in keeping ourselves and our teams safe
INTEGRITY	We build trust by being open, honest and accountable to one another
RESPECT	We are kind to each other and value our differences
SUSTAINABILITY	We make decisions with our long-term viability in mind

Position Overview

This position sits within the Environmental Health and Regulatory Services Department and is responsible for providing companion animal management and associated education services to the Council and the community.

Key Accountabilities & Duties

- Manage and operate Council's companion animal pounds in accordance with industry standards and with a focus on returning and rehoming animals.
- Enforcing requirements of Companion Animals Act and undertaking relevant education programs with the community on responsible pet ownership and mandatory reporting to the Office of Local Government
- Assist with development and implement relevant actions of Council's Companion Animals Management Plan.
- Seizing/handling Companion Animals (including menacing, dangerous and restricted dogs).
- Ensure compliance with all relevant legislation.
- Maintain accurate records, take evidence and prepare reports.
- Undertake public education and awareness programs in relation to Companion Animals Management.
- Develop and Maintain a volunteer program for council's pound facilities with external organisations and members of the community.
- Develop and promote a Companion Animal rehoming and adoption program with external agencies and members of the public.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

Essential Requirements

1. Certificate IV in Companion Animal Services or equivalent.
2. Experience in Companion Animal handling with knowledge and understanding of dog behavior including preparation of behavioral assessments.
3. Authorised identifier status or willingness to obtain.
4. Sound working knowledge of relevant legislation including but not limited to; the Local Government Act, Companion Animals Act.
5. Proven ability to work effectively, autonomously and accept responsibility within a team environment.
6. Strong interpersonal skills including well-developed written and verbal communication skills coupled with interview techniques, negotiation, conflict resolution and report writing.

7. Highly developed problem-solving skills, including the ability to assess and analyse issues and provide appropriate solutions.
8. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
9. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
10. Current Class C Drivers Licence

Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary

Employee's signature:

Date:

HR USE ONLY

Is a Working with Children check required for this position?

Yes ☒

No ☐

Is a criminal record check required for this position?

Yes ☒

No ☐