

Position description

Position title:	Veterinary Nurse	Team:	Animal Management
Division:	Community	Reports to:	Lead Veterinarian
Department:	Licensing and Compliance	Direct reports:	0
Unit:	Animal Management	Indirect reports:	0



Our commitment to te ao Māori

We honour te Tiriti o Waitangi, accord value to te ao Māori (the Māori world), support kaitiakitanga and are responsive to the needs of Māori. You participate in initiatives to embed te ao Māori into the way we do things. You are willing to develop and build your own understanding and capability to contribute to the delivery of the directorate's Māori outcomes and wider organisation's vision to be responsive to the needs and aspirations of Māori as outlined in the Māori Outcomes Performance Measurement Framework – Kia ora Tāmaki Makaurau.



Purpose of the job

The Veterinary Nurse will join the Animal Management unit at Auckland Council, working primarily at the Henderson Animal Shelter. This role is crucial in supporting the veterinarians during surgeries and consultations and ensuring the highest standards of animal care and welfare.



Key responsibilities

- Be aware of, and demonstrate, the principles of [Our Charter](#). This sets out the expectations for conduct at Auckland Council.
- Be aware of, and demonstrate, [Our Behaviours](#) in ways that support inclusivity and adaptability in every aspect of our work.
- At Auckland Council, "health and safety starts with me" (ka timata te hauora me te aria hauata ki a au) and everyone has a duty to keep themselves and others safe.
- Assist veterinarian during surgical procedures, including preparation, monitoring, and post-operative care.
- Support veterinarian during consultations by handling animals, preparing examination room, and ensuring all necessary equipment is available.
- Administer medications and treatments as prescribed by veterinarian.
- Maintain accurate and detailed medical records for all animals.
- Provide compassionate care and handling of animals, ensuring their comfort and well-being.
- Educate and advise pet owners on post-operative care, general animal health, and preventive measures.
- Maintain cleanliness and hygiene standards in the clinic and surgical areas.
- Assist with the intake and assessment of animals brought to the shelter.

	• Assist with training Animal Management staff at the animal shelters on disease control, animal husbandry and animal welfare. • Participate in community outreach and education programs as needed. • Support other council units with veterinary services, such as Parks and Community facilities, as required. • You may be required to work from other locations.
 Outcomes	• You can pronounce and use basic te reo Māori in emails, meetings and conversations. You understand, demonstrate and value the use of tikanga where appropriate. • You understand and demonstrate continuous improvement • High standards of animal care and welfare are consistently maintained. • Successful support of veterinarians during surgeries and consultations, leading to efficient and effective veterinary services. • Accurate and detailed medical records are kept for all animals. • Animal management staff are well-trained in disease control and animal husbandry, contributing to a healthier shelter environment and best practise established. • Positive feedback from pet owners regarding the care and advice provided. • Clean and hygienic clinic and surgical areas are maintained at all times. • Active participation in community outreach and education programs, enhancing public awareness and engagement. • Effective support provided to other council units, such as the Parks and Community Facilities unit, as needed.
 Key skills	• Proficiency in assisting with surgeries and handling animals of various sizes and temperaments. • Strong communication and interpersonal skills. • Excellent organisational skills and attention to detail. • Ability to work effectively in a team environment. • Compassionate and patient approach to animal care. • Ability to educate and train staff on disease control, animal husbandry and animal welfare. • Strong problem-solving skills and ability to think on your feet. • Ability to maintain cleanliness and hygiene standards in clinical settings. • Flexibility to support other council units as needed

Auckland Council behaviours

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 Job requirements	• Diploma or degree in Veterinary Nursing or equivalent. • Current registration with the New Zealand Veterinary Nursing Association (NZVNA) or eligibility to register. • Minimum of 2 years experience as a veterinary nurse in a veterinary clinic or animal shelter environment. • Full New Zealand drivers license
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Disclaimer

The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

Approving manager:		Version date:	
Manager Animal Management		February 2025	
 Job framework	Job function:	Job family:	Job:
	Operations	Animal Management	Vet Nurse E

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