



## POSITION DESCRIPTION

<b>Position Title</b>	Companion Animal Officer	
<b>Directorate</b>	Planning	
<b>Service</b>	Regulatory Services	
<b>Responsible to</b>	Team Leader Companion Animal Services	
<b>Position Supervises</b>	<b>Direct:</b> Nil <b>Indirect:</b> Nil	
<b>Position No.</b>	IW0439 -IW0442	
<b>Status</b>	Temporary Full Time (parental leave cover)	
<b>Hours</b>	38 hours per week within a 7-day rotating shift in accordance with the Ranger Services Agreement of the former Marrickville Council	
<b>Salary Point</b>	23 to 35	<b>Band/Level:</b> 2/1
<b>Allowances</b>	The salary point is inclusive of 13.5% loading in accordance with the Ranger Services Agreement of the former Marrickville Council.	
<b>Motor Vehicle</b>	N/A	
<b>Pre-employment checks</b>  <b>Legislative requirements</b>	<input type="checkbox"/> Police Check  <input type="checkbox"/> Pre employment Medical	
<b>Date reviewed:</b>	<b>Reviewed by:</b> Senior Manager Regulatory Services	

## **POSITION PURPOSE**

As a Companion Animal Officer you will be responsible for undertaking a variety of Companion Animal related tasks, these include (but are not limited to):

- Seizing/handling Companion Animals (including menacing, dangerous and restricted dogs),
- Investigating dog attacks, barking dogs and other nuisance complaints,
- Proactive and reactive patrols/inspections of roads, footpaths, parks and other public areas.
- As directed, implement relevant actions associated with Council's Companion Animals Management Plan.

## **SELECTION CRITERIA**

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

### **Essential Criteria**

1. Knowledge of companion animal matters in the Local Government context.
2. Experience in Companion Animal handling with knowledge and understanding of dog behaviour.
3. HSC or equivalent work experience in a relevant industry.
4. Ability to read and understand, apply and enforce legislation, policies and guidelines.
5. Ability to carry out investigations and collect evidence from a variety of sources to use in determining a suitable course of action.
6. Well-developed interpersonal skills, including demonstrated conflict resolution, consultation, negotiation and customer service skills.
7. Well-developed written communication skills, including the ability to complete forms, maintain records and write investigative reports or similar documents in support of legal prosecutions
8. Proven ability to work unsupervised.
9. Capacity to work a rotating 7-day roster and participate in after-hours 'on-call' duties.
10. Ability to meet deadlines, to set and achieve realistic goals and establish work priorities.
11. Willingness and ability to obtain a microchip implanter accreditation.
12. NSW Class C Driver's License.
13. Knowledge of and commitment to equal employment opportunities, diversity, work health and safety, ethical practice

### **Desirable Criteria:**

1. Certificate IV in Companion Animal Services
2. Microchip implanter accreditation.

## **KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:**

- Undertake investigations of customer requests for service, relating to a range of companion animal issues to ensure compliance with relevant legislation, statutory requirements, industry best practise, Councils policies, procedures and guidelines.
- Undertake proactive patrols in accordance with daily and weekly tasking's to ensure compliance with relevant legislation, statutory requirements, industry best practise, Councils policies,

procedures and guidelines.

- Ensure Councils records in relation to request management, records management; email system and any other relevant database are maintained and up to date.
- Take appropriate action in accordance with your delegations, Councils policies, procedures and guidelines.
- As directed, implement relevant actions associated with Council's Companion Animal Action Plan.
- Undertake duties in order to maintain Council's animal holding/impound facility.
- Prepare and submit documentation to Council's legal team and give evidence in the Local Court and any other relevant Court when required.
- Carry out premise inspections to ensure compliance with control order requirements.
- Provide courteous, helpful and responsible service to customers.
- As required represent Council in Companion Animal related stakeholder groups (inc OLG Stakeholder, Councils Unite for Pets, SSROC etc).
- Implant microchips as required.
- As required liaise with local Companion Animal stakeholders (e.g. veterinary professionals, cat protection society, animal rescue groups, local dog walking groups/businesses).
- Assist in ensuring compliance with Companion Animal related legislation, guidelines and code of practises by making recommendations to the Team Leader Companion Animal Services.
- As required, serve as a panel member on the dog attack investigation review panel.
- Assist in the training and coaching of team members to meet the area's requirements.
- Assist in the identification, organising and maintenance of equipment.
- Undertake other duties as assigned by the Senior Companion Animal Officer, Team Leader Companion Animal Services or Parking and Rangers Services Manager.

#### **KEY RELATIONSHIPS:**

**Internal:** Customer Service, Records, IT, Parks, Finance, Assets, Team Leader Companion Animal, Senior Companion Animal Officer, Companion Animal Strategy and Education Officer, Companion Animal Registration & Support Officer

**External:** Citizens, Council's Impound Facility Staff, Veterinary Professionals, Cat Protection Society, Animal Rescue Groups, Pet Suppliers, Animal Training Groups, Professional Dog Walking Groups/Businesses, Emergency Services, RSPCA and Animal Welfare League, OLG and other relevant organisations.

# WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT EMPLOYEES WITH NO STAFF REPORTING TO THEM AND/OR NO MAJOR PROJECT RESPONSIBILITY

## LEVEL 6

Level 6 staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> <li>Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation</li> </ul>	<ul style="list-style-type: none"> <li>Conformance to WH&amp;S policy and procedures</li> <li>Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures</li> </ul>
<ul style="list-style-type: none"> <li>Taking reasonable care for their own Health and Safety as well as that of others</li> </ul>	<ul style="list-style-type: none"> <li>Use of SWMS and Standard operating procedures</li> </ul>
<ul style="list-style-type: none"> <li>Having an understanding of the Health and Safety requirements associated with their employment</li> </ul>	<ul style="list-style-type: none"> <li>Training records</li> </ul>
<ul style="list-style-type: none"> <li>Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor</li> <li>Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible;</li> </ul>	<ul style="list-style-type: none"> <li>Hazard identification reports</li> <li>Workplace inspection reports</li> </ul>
<ul style="list-style-type: none"> <li>Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.</li> </ul>	<ul style="list-style-type: none"> <li>PPE maintenance records</li> <li>Knowledge and use of Standard operating procedures</li> </ul>
<ul style="list-style-type: none"> <li>Working in accordance with relevant competency standards</li> </ul>	<ul style="list-style-type: none"> <li>Training records.</li> <li>Supervisor site inspection records</li> </ul>
<ul style="list-style-type: none"> <li>Knowledge of WH&amp;S and related legislation within scope of job description</li> </ul>	<ul style="list-style-type: none"> <li>Attendance at training sessions</li> </ul>

**Applicant Declaration**

I, ..... have read and understood the position description for the  
**Companion Animal Officer** as detailed in this document.

Signature:

/ .....

Date: /