



POSITION DESCRIPTION

Position Title	Companion Animal Strategy and Education Officer	
Division	Assets and Environment	
Group	Development Assessment and Regulatory Services	
Responsible to	Team Leader Companion Animal Services	
Position Supervises	Nil	
Position No.	TBC	
Status	Permanent full time	
Hours	38 hours per week within a 7-day rotating shift in accordance with the Ranger Services Agreement of the former Marrickville Council	
Salary	\$79,232 pa to \$89,635 pa inclusive of loading	Band/Level: 2/2
Allowances	The above figure is inclusive of 13.5% loading in accordance with the Ranger Services Agreement of the former Marrickville Council.	
Motor Vehicle	Access to an Inner West Council operational motor vehicle lease back scheme	
Pre-employment checks Legislative requirements	<input type="checkbox"/> Police Check	
Date reviewed: 27 July 2017		Reviewed by: Group Manager Development Assessment and Regulatory Services

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 km².

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

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

- “ Develop, review and implement Councils Companion Animal Action Plan,
- “ Planning, implementing, promoting and delivering companion animal policies, programs and projects,
- “ Achieve high levels of consultation, stakeholder participation and new partnerships,
- “ Produce and deliver training and educational materials and programs,
- “ Organising and delivering Councils in park companion animal information and education stand.
- “ Companion animal related work such as, assisting with animal collections (including after hours) and proactive/reactive park patrols.

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~~ First with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. 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. Detailed knowledge of companion animal matters in the Local Government context.
2. Demonstrated experience in the planning, compilation, production and delivery of training and educational materials and programs.
3. A demonstrated ability to draft letters, reports, promotional materials, and other documents that are logical, concise, grammatically correct and in plain English.
4. Knowledge of the State legislation that relates to the key accountabilities of this position.
5. Ability to meet deadlines, to set and achieve realistic goals and establish work priorities.
6. Working knowledge of budgets and finance.
7. Well-developed communication and interpersonal skills, including demonstrated conflict resolution, consultation and negotiation, and customer service skills.
8. Demonstrated behaviour consistent with Council's Values of Flexibility, Integrity, Respect & the Spirit of Team.
9. Willingness and ability to obtain a microchip implanter accreditation.
10. Current NSW Class C Driver's Licence.
11. Knowledge of and commitment to equal employment opportunities, diversity, work health and safety, ethical practice

Desirable Criteria:

1. Tertiary qualified with Diploma in Education.
2. Microchip implanter accreditation.

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

- “ Implement the actions associated with the Companion Animal Action Plan.
- “ Review and prepare the annual Companion Animal Action Plan report.
- “ Assist in the organising, administering and functioning of Councils Companion Animal discussion group.
- “ Research, monitor, analyse and effectively manage key Companion Animal issues and seizures.
- “ As required represent Council in Companion Animal related stakeholder groups (inc OLG Stakeholder, Councils Unite for Pets, SSROC etc).
- “ Assist in the identification, development and organisation of internal and external staff training.

- “ As required, prepare and submit all relevant quarterly/annual reports including OLG Companion Animals Act and Regulation Activities and Survey of Council Seizures of Cats and Dogs within specified deadlines in consultation with the Team Leader Companion Animal Services.
- “ Assist in ensuring compliance with Companion Animal related legislation, guidelines and code of practises by making recommendations to the Team Leader Companion Animal Services.
- “ Manage the Companion Animal Information and education stand at local Council events and local parks monthly or more frequently as required, weather and operational requirements permitting.
- “ As required, serve as a panel member on the dog attack investigation review panel.
- “ Prepare and submit any relevant grant applications, in consultation with the Team Leader Companion Animal Services.
- “ In consultation with the Team Leader Companion Animal and the Parking and Ranger Services Manager, assist in the development, implementation and maintenance of regulatory processes and proactive strategies to ensure compliance with statutory requirements and community expectations.
- “ Maintain Councils Companion Animal Facebook Group and any related web content.
- “ As required, Maintain Companion Animal impound records.
- “ Assist in the review of Companion Animal related fees and charges.
- “ As required, monitor customer requests for identification of emerging issues relating to Companion Animals.
- “ As required, reconcile Councils monthly animal impounding financial statements.
- “ Assist in the monitoring, assessment and dissemination of industry trends, legislation and regulations impacting on the areas core activities.
- “ Assist in the training and coaching of team members to meet the areas requirements.
- “ Implant microchips as required.
- “ Assist in the identification, organising and maintenance of equipment.
- “ As required, reconcile the NSW Pet Registry dog attack incident report register, against Councils customer requests regularly.
- “ Develop and maintain effective liaisons with key internal and external stakeholders.
- “ Assist in the implementation of a legislative and regulatory framework relevant to the work of the team.
- “ Undertake other duties as assigned by the Team Leader Companion Animal Services or Parking and Ranger Services Manager.

Financial Management

- “ Review the budget to ensure achievement of budget targets and accurate and timely reporting of budget performance

Leadership and Service Management

- “ Manage and monitor achievement of outcomes and projects by staff, ensuring services delivered meet the Community Strategic Plan, management plans and service agreement requirements.
- “ Evaluate and monitor the teams performance and culture to ensure services provided are meeting standards, expectations and commitments.
- “ Facilitate the development and implementation, review and maintenance of systems and procedures.
- “ Ensure that the Parking and Ranger Services Manager is informed of any issue which may affect staff, the community and/ or service delivery.

KEY RELATIONSHIPS:

Internal:	Team Leader Companion Animal Services, Team Leader Ranger Services, Team Leader Regulatory support, Customer Service, Records, IT, Parks, Finance and Assets, other members of staff.
External:	Councils Pound Facility Staff, Veterinary Professionals, Cat Protection Society, Animal Rescue Groups, Pet Suppliers, Animal Training Groups, Professional Dog Walking Groups/Businesses, RSPCA and Animal Welfare League, OLG and other relevant organisations.

**WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT
SUPERVISORS / TEAM LEADERS / GANGERS
RESPONSIBILITY**

LEVEL 5

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices.

These responsibilities are performed by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. 	<ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures
<ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. 	<ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process
<ul style="list-style-type: none"> Commitment to WH&S 	<ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
<ul style="list-style-type: none"> Undertaking accident/incident investigations 	<ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms
<ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. 	<ul style="list-style-type: none"> Regular meetings with WH&S rep
<ul style="list-style-type: none"> Improving health and safety performance 	<ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff
<ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards 	<ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections
<ul style="list-style-type: none"> Attending health and safety meetings 	<ul style="list-style-type: none"> Evidence of signed/ documented minutes
<ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required 	<ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees
<ul style="list-style-type: none"> Facilitating rehabilitation for injured employees 	<ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register
<ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards 	<ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff
<ul style="list-style-type: none"> Providing a clear definition, in writing, of all work procedures 	<ul style="list-style-type: none"> All work instructions are documented and provided to staff with explanation.
<ul style="list-style-type: none"> Developing health and safety procedures 	<ul style="list-style-type: none"> Development of specific procedures where required
<ul style="list-style-type: none"> Knowledge of WHS and related legislation 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

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

Signature:
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Date: /