

Position description

Labourer

Summary information

Section	Blacktown Animal Rehoming Centre	Directorate	City Living
BCC number(s)	BCC1239, BCC2011	Position type	Permanent, full-time
Grade	Grade 2	Skill descriptor	Band 1 Level 2
Reports to	Team Leader Impounding and Animal Welfare	Direct reports	No
Approval limit	Nil	Release limit	Nil
Created/reviewed	December 2024		

Our values



Teamwork



Customer Focused



Innovation



Commitment to Safety

Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their team's success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

1. Position purpose

This role is primarily responsible to ensure that a high standard of appearance is maintained within Blacktown City Council's Animal Rehoming Centre (BARC).

Enhance Council's image as a customer service provider.

Ensure that animals held are treated humanely in accordance with accepted standards.

Ensure accurate records of maintenance schedules are kept.

Relieve for the Animal Attendant as required.

The incumbent will comply with all applicable legislation, regulation and other law, including the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2025 and Council's Safety system.

2. Qualifications and experience

Essential:

- A demonstrated ability to operate minor plant.
- A demonstrated ability to work unsupervised
- A demonstrated ability to work in a team
- A demonstrated high level of experience in handling and working with animals, particularly dogs.

Desirable

- Appropriate qualifications
- Knowledge of applicable legislation/regulations.

3. Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4. Key accountabilities

Position specific

- Ensure the BARC grounds and premises are maintained to accepted standard.
- Operate and maintain minor mobile plant.
- Ensure animals received and housed at the BARC are treated humanely.
- Areas where animals are housed/detained are maintained to a high level of cleanliness.

- Ensure compliance with relevant Acts, Regulations, Guidelines, policies and procedures affecting animals held.
- Undertake scheduled workplace-learning programs.
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
 - familiarise yourself with our volunteers policy and standards
 - implement the policy and follow this Managing volunteers standard in a consistent and fair manner
 - undertake training needed to effectively coordinate volunteers
 - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working with Children) Act 2012*, the *Child Protection (Working with Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years.

Corporate

- Contribute to a positive workplace culture that embraces diversity and fosters the welfare of all staff.
- Undertake all activities in line with approved governance practices, especially in relation to risk, fraud and corruption.
- Contribute to the delivery of outcome necessary to achieve the goals and objectives of Councils currently adopted Community Strategic Plan.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in line with the *NSW Protection of the Environment Operations Act 1997*, the *NSW Local Government Act 1993* and seek to conserve and enhance our local environment, in

consideration of Council's environmental sustainability policy through our work practices, programs and services.

5. Duties

- Maintain the BARC grounds and premises to accepted standard including but not limited to the mowing of grass, weed eradication, collection of litter and tidying of areas such as the sick bay, lunchroom and store room.
- Carry out regular inspections of the BARC, including its perimeter, for damage or maintenance required to premises or property.
- Report maintenance defects observed to Supervisor.
- Assist the Animal Attendant in their completion of duties as required.
- Manually handle animal faeces.
- Assist in the movement and storage of delivered goods.
- Assist the BARC staff with the movement of animals such as when they are received, released or transported for Council's desexing program.
- Accept responsibility for and manage own work.
- Assist in the functioning of the BARC in order to meet its business needs including assisting in the restraining of cats and dogs for microchipping.
- Assist the public with the identification of animals held.
- Promote the image of Council in dealings with residents and users of the BARC.
- Provide guidance and assistance to volunteers, work experience and Community Service Workers
- Ensure all equipment at the BARC is secured to protect it from vandalism or theft.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

6. Performance criteria

As per Council's performance management system.

Acknowledgement and agreement

Employee	Name:	
	Signature:	Date:
Supervisor	Name:	
	Signature:	Date:

