

Position Title:	Animal Shelter Attendant		
Position Code:	C003		Converted: 20/03/2018
Award Classification:	Band:	1	Level: 2
Salary System Grade:	Grade:	1	Minimum Level: 2
Approved:	C. O'Brien		Date: 21/03/2018

Primary Purpose of the Position

The Casual Animal Shelter Attendant will provide efficient and effective operation of Council's Animal Shelter as required, by maintaining appropriate facilities for the housing and care of animals under the Companion Animals Act, and to present a positive image of Council to the public.

Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high level description of the outcomes that the incumbent of this position is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council's **Our People Capability & Behaviour Framework**:

1. Operational requirements including reviewing notes in message book, updating the communication board as required, observing and abiding by warnings in relation to animal behaviour.
2. Daily cleaning duties including maintaining the cleanliness of Animal shelter entrance, staff amenity area, cleaning, hosing and disinfecting animal pens and exercise yards, cleaning and washing litter trays, food bowls, animal bedding and the correct use of relevant cleaning chemicals
3. Required animal care including lifting, carrying or moving animals of objects, ensuring the correct amount of food is provided to appropriate animals, visually checking animals for signs of illness &/or injury, monitoring of sick &/or quarantined animals and treating all animals with respect.
4. Community contact including interaction where members of the public attend the Animal Shelter or where required for community projects.
5. Maintenance requirements including reporting all required maintenance requests in message book, checking gates, doors, windows and locks for security
6. Any other such duties that are commensurate with the employee's skill level, competency and training.

Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This position requires the following level of capabilities and behaviours in accordance with the Framework:



The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be read considered alongside the Job Specific Key Accountabilities:

Muswellbrook Shire Council Capability Framework

Group and Capability

Capability & Behaviour Descriptors



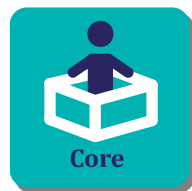
Accountability - Be responsible for own actions, act within levels of authority, and understand and apply legislation, frameworks and policies

- Be responsible for your own actions
- Understand and follow policies and procedures
- Comply with safe work practices to ensure the safety of self and others



Collaboration - Work within a team environment, cooperate with others and consider the needs of others to achieve shared goals

- Participate as a supportive team member and work with other team members to achieve goals
- Help other team members to share the load in peak work periods
- Work together in challenging situations



Effective Communication - Listen, interpret and convey information in a clear and respectful manner

- Explain things clearly and respectfully
- Allow others time to speak, and actively listen to others
- Approach conflict objectively, and refer to a supervisor where appropriate

Key Tickets, Qualifications and Other Skills

1. Must be available to work weekends and public holidays
2. Solid previous relevant work experience in the handling of animals
3. Demonstrated commitment and interest in the well-being of animals
4. Ability to work independently and unsupervised
5. Demonstrated ability to undertake labouring duties including the use of mowing and cleaning equipment.
6. Demonstrated basic competence in the use of Microsoft Office Software (or equivalent).
7. Class C Drivers Licence.
8. First Aid Certificate (desirable)
9. Certificate III in Animal Studies and/or Certificate III Animal Behaviour and Assessment and/or equivalent experience (desirable)
10. Microchip Implanter accreditation (desirable)
11. Demonstrated experience and/or capability to deliver the Job Specific Key Accountabilities (above).
12. Demonstrated **Fundamental** key capabilities as defined in the Key Capabilities Table (above).