



## Coomalie Community Government Council Position Description

<b>Job Title:</b>	<b>ANIMAL MANAGEMENT OFFICER</b>
<b>Department:</b>	Operations
<b>Reports To:</b>	Operations Supervisor
<b>Key Relationships:</b>	<u>Internal:</u> Operations Manager, Operations Supervisor, Service Officers, Chief Executive Officer, Administration Manager, Community Recreation Officer, Administration Officer. <u>External:</u> Coomalie residents and Suppliers.
<b>Budget:</b>	N/A
<b>Assets Controlled:</b>	N/A
<b>Tenure</b>	Ongoing expression of interest
<b>Remuneration Package</b>	
<b>Special Features</b>	Appointment to this position is contingent upon a satisfactory Criminal History Check and Working with Children clearance being completed and the report received by the Administration Manager prior to initial appointment.
<b>Elements:</b>	Coomalie Council policies and By-laws, NT Local Government Act and Work Health and Safety (National Uniform Legislation) Act 2011.

## **SUMMARY OF POSITION**

Under the direction of the Operations Supervisor, the Animal Management Officer will be responsible for:

- Protecting the health and safety of the citizens of the Coomalie Shire by actively indentifying animal control issues and taking action.
- Ensuring the welfare of animals and performing tasks to the requirements of Coomalie Council's Dog Management By-Laws.
- Work in a safe manner having regard for the environment, self and others and contribute to the implementation of Council's workplace operational health and safety and environmental management policies, protocols, procedures and practices.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Animal Control**

Apprehend stray, dangerous, diseased, injured, savage, destructive or unregistered dogs.

Investigate complaints of nuisance dogs.

Issue Notices of Infringement as required.

Impound, feed, water, care for and handle animals as required with the assistance of Council staff.

Identify registered dogs and notify owner.

Return dogs to owners as required.

Assist with euthanasia of animals as directed, in a humane way and in accordance with Council procedure.

Load and transport animals to designated locations.

Maintain the cleanliness and sanitisation of the vehicle/trailer and shelter used for the transportation and impounding of animals.

Ensure the safety, security and safe operation of any firearms/weapons.

### **Administrative Responsibilities**

Understand and interpret The Council Dog Management By-Laws.

Record in the Dog Register all details of animals impounded, adopted, sold or destroyed.

Document the results of investigations.

Prepare Dog reports for Council.

### **Other Duties:**

Comply with all Council policies and procedures.

Liaison with the Northern Territory Police, Northern Territory Animal Welfare Unit, and any other Government/ public bodies and other Council staff.

All other duties as required within the Animal Management Officer's area of expertise.

## **JOB SPECIFICATIONS AND KEY SELECTION CRITERIA**

### **QUALIFICATIONS**

An NT Drivers Licence is essential

Senior First Aid certificate is essential

Working with Children (Ochre card) is essential

An NT Shooters licence to possess and use a firearm is desirable

### **EXPERIENCE**

Previous experience in handling, trapping, transporting and caring for dogs is desirable

Ability to competently handle a firearm

### **KNOWLEDGE**

A general knowledge of handling animals is required

A general understanding of Occupational Health and Safety legislation is beneficial

A good knowledge of the Coomalie region is beneficial

A working knowledge of Dog Management By-Laws is essential

### **PERSONAL ATTRIBUTES**

Ability to maintain a professional manner when dealing with the public

Ability to work alone

Ability to work in hot and humid conditions

Good interpersonal skills

Effective organisational skills

Ability to define problems and deal with a variety of situations

Ability to think quickly, maintain self control and adapt to stressful situations