



Position Description and Performance Agreement

Kennel Assistant

Position No:	CP021RS
Position Classification:	Grade 4
Status:	Full Time
Position Revised on:	October 2015
Position Written by:	Companion Animals Team Leader
Division:	City Planning
Branch:	Environment and Regulatory Services
Reports to:	Companion Animals Team Leader
Incumbent:	
Start Date:	

Special Conditions:

1 POSITION CRITERIA

1.1 Essential academic qualifications:

- Animal Handling Course

1.2 Essential Licences and/or Certificates:

- Class C Licence

1.3 Other Requirements/Experience:

- Previous demonstrated experience in handling animals (essential)
- Maintaining commercial animal impounding premises
- Ability to recognise and report animal health concerns to the Companion Animals Team Leader
- Legible handwriting
- Ability to work in a safe manner and to follow WH&S instructions
- Authorisation to administer Micro chipping under the Companion Animals Act (desirable)
- Cash handling skills and experience (desirable)
- Basic computer literacy (desirable)

1.4 Personal Attributes:

- Compassionate attitude towards animals
- Good communication skills and the ability to communicate politely with people in stressful circumstances
- Responsible attitude to dealing with the public
- Ability to work varying hours and days
- Physically fit to carry out the duties, involving lifting and carrying



2 OBJECTIVES OF POSITION

- 2.1 To assist with the cleaning and maintenance of the companion animals shelter.

3 KEY ACCOUNTABILITIES

- 3.1 Work under the direct supervision of the Companion Animals Supervisor regarding the cleaning of kennels, as well as the caring and feeding of impounded animals.
- 3.2 Maintain hand written impounding registers
- 3.3 Cleaning of office areas as required.
- 3.4 At times the employee may also be required to carry out the following duties:-
- 3.5 Answer general telephone enquiries
- 3.6 Update information on the Companion Animals Register and council's computer system.
- 3.7 Use council's two-way radio system
- 3.8 Receive and impound unwanted/stray dogs and cats
- 3.9 Receive dog registration applications and fees
- 3.10 Release animals in accordance with the Companion Animals Act
- 3.11 Assist in the micro chipping of dogs and cats as required
- 3.12 Other duties as directed.

4 SCHEDULE OF DUTIES

- 4.1 Work under the direct supervision of the Companion Animals Supervisor regarding the cleaning of kennels, as well as the caring and feeding of impounded animals.
- 4.2 Maintain hand written impounding registers
- 4.3 Cleaning of office areas as required.
- 4.4 At times the employee may also be required to carry out the following duties:-
- 4.5 Answer general telephone enquiries
- 4.6 Update information on the Companion Animals Register and council's computer system.
- 4.7 Use council's two-way radio system
- 4.8 Receive and impound unwanted/stray dogs and cats
- 4.9 Receive dog registration applications and fees
- 4.10 Release animals in accordance with the Companion Animals Act
- 4.11 Assist in the micro chipping of dogs and cats as required
- 4.12 Other duties as directed.

5 OUTPUT MEASURES

- 5.1 Accurate maintenance of records
- 5.2 Standard of Companion Animal Shelter maintenance
- 5.3 Minimum number of virus outbreaks
- 5.4 Compliance with WH&S requirements and instructions
- 5.5 Reliable punctuality and attendance
- 5.6 Satisfactory completion of training and education courses attended and undertaken on behalf of Council.



6 W H & S RESPONSIBILITIES

- 6.1 Hawkesbury City Council is committed to ensuring the health and safety of all who contact our works. As a Self Insurer, Hawkesbury City Council has in place a comprehensive Work Health Safety and Injury Management (WHS&IM) System. This System provides processes and procedures for workers and visitors to manage health and safety in the workplace.

As an employee of Council, there are certain responsibilities, authorities and accountabilities (RAAs) which are identified as part of the terms and conditions of your employment. RAAs are supported by Council's WHS&IM System Element 001 WHS Responsibilities which identifies actions to be taken, and the standards to be achieved. These RAAs are non-negotiable in terms of compliance.

7 ETHICAL CONDUCT

- 7.1 Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.

8 EQUAL EMPLOYMENT OPPORTUNITY

- 8.1 Comply with the requirements of the Anti-Discrimination Legislation and Council's Policies and Procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure a harassment-free workplace.

9 CORPORATE AND STATUTORY OBLIGATIONS

- 9.1 Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.

To commit to and embrace the objectives of the Hawkesbury Community Strategic Plan - Shaping Our Future, and to be accountable for participating as appropriate in the allocated Operational Plans designed to deliver on the identified objectives as directed.

10 PERFORMANCE AGREEMENT

- 10.1 I acknowledge that my performance will be assessed at least annually, based on the performance measures contained within this document and Council's Delivery Program and Operational Plan.

I am fully aware of the terms of this position description and I agree to deliver the requirements of the key result areas to the best of my ability.

This Position Description will be reviewed annually in line with Council's adopted Delivery Program and Operational Plan. Key result areas and performance measures may change depending on the priorities identified in the Delivery Program and Operational Plan.

Employee

Date

I acknowledge that my role is to ensure that every opportunity is made available to the employee to meet the requirements of this Performance Agreement, including training, team support and regular performance appraisals.

Manager

Date

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