

Position Description

POSITION TITLE	Animal Management Coordinator
POSITION NUMBER	103701
AWARD	Local Government Industry Award
CLASSIFICATION	CDRC Enterprise Agreement – Level 8
POSITION TYPE	Permanent Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Council Services Delivery
LOCATION/S	Alice Springs
SUPERVISOR	Director, Council Services CDRC and MRC respectively
POSITIONS SUPERVISED	This position has no direct reports however will supervise staff as and when required

POSITION STATEMENT

The position will support the regional Central Desert Regional Council (CDRC) and MacDonnell Regional Council (MRC) partnership agreement goals towards improving animal, environmental, and community health outcomes, through developing a strategic companion animal management plan that is both efficacious and sustainable.

This is in Alice Springs based position and will require travel to work in remote communities in the Central Desert Regional Council and the MacDonnell region service areas.

PRIMARY OBJECTIVE

1. To develop, implement, coordinate, monitor and periodically evaluate an ongoing regional animal health program (AMP)
2. To promote and support responsible pet ownership and compliance with legislation through education, animal management targeted programs and events, working with school groups, community groups, council staff, and others
3. Administer council's legislative and policy responsibilities to ensure council provides best practice compliance services control strategies that protect and enhance the environment and the safety of the community.

KEY DUTIES AND RESPONSIBILITIES

1. Plan and coordinate schedule veterinary visits to communities across the CA region with contract Veterinary services
2. Manage all logistics of program delivery including budgeting, travel and accommodation arrangements, and program resource management
3. Ensure a comprehensive clinical treatment service which delivers a cost effective anti-parasitic, contraception and voluntary euthanizing program service across all MRC and CDRC communities
4. Plan, develop, and execute animal management initiatives, promotions, campaigns, and projects that engage key staff and stakeholders aligned with the strategic plan for both council's
5. Attend community and social events across the council area and work with school groups, community groups and others to promote responsible pet ownership
6. Effectively communicate in a personable and professional manner with a range of service providers, both within government and non-government
7. Attend to all administrative requirements by maintain accurate records in accordance with council's standards and business rules in relation to companion animals
8. Complete an animal companion animal census across all CDRC and MRC communities and provide and analytical reports on the data for internal and external purposes
9. Monitoring companion animal demographics and general health including any disease/health trends and/or any emergent animal or zoonotic disease/s across all communities
10. Develop and maintain strict record-keeping of all program resourcing, service delivery costs, and inventory/stock management and invoicing records across respective Councils
11. Facilitate, implement, monitor, evaluate and report on plans and program for both internal and external purposes
12. Possess sound computer skills and the ability to use and maintain databases and registers as required
13. Provide monthly animal management program (AMP) reports for Executive leadership Team (ELT) meetings
14. Mentoring and training staff across the relevant areas to facilitate the delivery of Animal Management programs i.e. Anti-parasitic programs training to across respective council staff
15. Prepare and deliver AMP education and training resources and package to MRC and CDRC staff i.e. One Health education program across all MRC and CDRC communities
16. Liaise effectively with Central Land Councils (CLC) re management of feral animal management in communities
17. Seek opportunities to expand and grow program outcomes through grant funding applications and/or stakeholder collaborations and research
18. Investigate and respond to animal matters including dog attack reports
19. Determine council policy requirements in respect of dangerous, menacing and restricted dogs are complied

20. Flexible, adaptable and responsive to change with a demonstrated willingness to do what is required to deliver quality outcomes.

SELECTION CRITERIA

Essential

1. Extensive experience and awareness of industry best practice relating to the management of companion animal activities in remote communities
2. Ability to lead, motivate and mentor local community teams to foster independence and increase local ownership of the service
3. Demonstrate high level interpersonal, communication and organisational skills to develop and maintain co-operative, appropriate and effective working relationships with a diverse range of stakeholders in a culturally and linguistically diverse environment
4. Have well-developed conflict resolution, negotiation and problem-solving skills, the ability to consider alternative points of view, identify and analyse options, make decisions and implement solutions
5. Strong literacy, numeracy and computer skills to maintain accurate records and prepare detailed non-standard reports and correspondence reports in relation to companion animals
6. An ability to prepare and conduct community education programs and to engage with the community
7. Demonstrated ability to act independently and as part of a team
8. Follow defined service quality standards, Workplace Health and Safety (WHS) policies and procedures to ensure high quality, safe services and workplaces
9. Extensive experience managing financial and physical resources to complete objectives whilst remaining within a set budget
10. Understanding of working within a culturally and linguistically diverse environment especially pertaining to Aboriginal communities and an ability to interact effectively with people from diverse cultures
11. Hold current C Class manual drivers' licence and willingness to travel by road and in light aircraft and reside in remote communities for short periods
12. Acceptable Police Check
13. Ochre Card.

Desirable

1. Tertiary qualification in animal management or considerable experience managing animal projects in remote communities.
2. Knowledge and understanding of the NT Animal Protection Act 2018 and Animal Protection Regulations 2022 and other legislation relevant to the position
3. Current First Aid Certificate
4. Current White Card or the ability to obtain one.