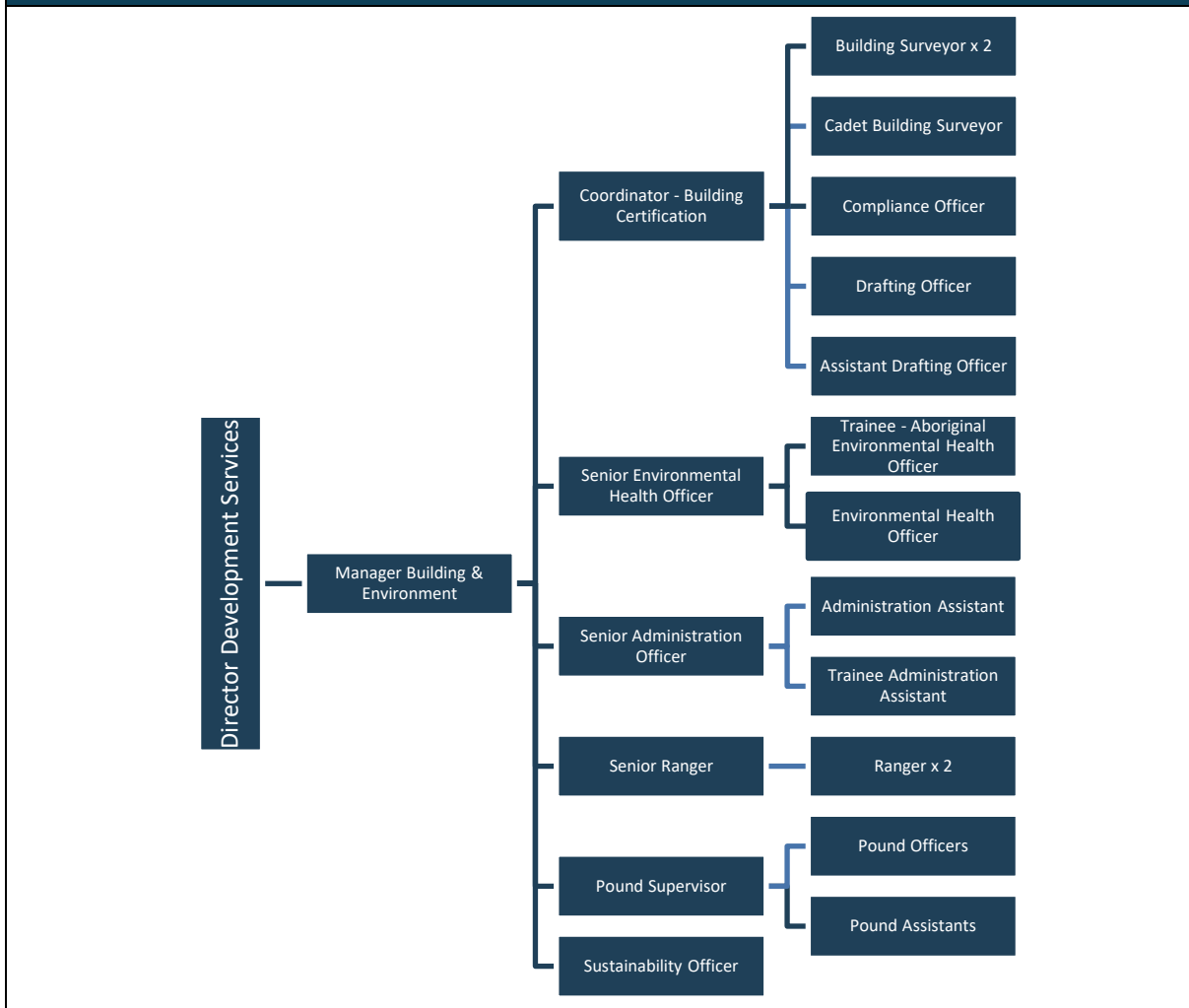


Position Title:	Pound Assistant
Position Number:	3050
Division:	Development Services
Section:	Building and Environment
Grade:	2
Delegations:	Nil
Position FTE Hours:	38

Primary Purpose of Position

To assist with the daily care and administration of companion animals (dogs and cats) and cleaning of the pound facility.

Sectional Structure



Selection Criteria

Qualifications/Licences

- Class C Drivers Licence
- Qualifications (or currently studying) animal handling/welfare are desirable (such as veterinary nursing/assistant).

Skills and Experience

- Well-developed verbal communication skills including the capacity to interact with the public
- Ability to apply standards, established practices, procedures and operating instructions
- Proven ability to work with limited supervision
- Experience working with animals (companion animals)
- Competence with word processing, spreadsheet, database and social media use
- Demonstrated ability to model Council's key values and desired behaviours

Key Accountabilities/Duties

- Daily care and monitoring of companion animals.
- Cleaning of enclosures and pound facility.
- Assist vets whilst they provide treatment to stray companion animals in Council's care if required, including in some cases euthanasia by the vet.
- Maintain and update communication and pound register.
- Assist with the administration of the NSW Companion Animals Register
- Assist with rehoming/reclaiming options (such as use of Council's Facebook page).
- Contacting and arranging the transfer of animals to welfare agencies after the animal has passed the Council holding period.
- Provide a high level of customer service when dealing with staff and the public.
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	<p>Ownership - Foundational "Does it"</p> <p><i>Take responsibility and ownership of work and delivering to quality standards.</i></p> <ul style="list-style-type: none"> • Takes responsibility for own actions • Completes tasks he/she has agreed to on time • Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly

Relationships	<p>Team Work - Foundational "Does it" <i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity.</i></p> <ul style="list-style-type: none"> Keeps team and supervisor informed of what he/she is working on Shares knowledge and information with team members and other staff Offers to help colleagues and takes on additional tasks when workloads are high Is aware of the wellbeing of co-workers and provides support as appropriate Is open to input from people with different experiences, perspectives and beliefs
Results	<p>Deliver Results - Foundational "Does it " <i>Achieve results through efficient use of resources and a commitment to quality outcomes.</i></p> <ul style="list-style-type: none"> Takes the initiative to progress work tasks Clarifies work required and timeframe available Identifies what information/resources are needed to complete work tasks Checks own work for accuracy, quality and completeness Completes tasks under guidance, on time and to the required standard
	<p>Plan and Prioritise - Foundational "Does it" <i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i></p> <ul style="list-style-type: none"> Understands team objectives and own contribution Plans and organises own work tasks Asks when unsure about the relative priority of allocated tasks Manages time appropriately and re-prioritises as required Identifies and informs supervisor of issues that may impact on completion of tasks
Technical	<p>Health, Safety and Environment - Foundational "Does it" <i>Identifying and/or preventing health and safety risks to self and others. Planning and delivering work that considers the environment.</i></p> <ul style="list-style-type: none"> Consistently displays safe working behaviour Speaks up when something is unsafe Follows health and safety policies and procedures Participates in safety discussions Implement environmental controls as applicable
Technical	<p>Assets and Equipment - Foundational "Does it" <i>Use, allocate and maintain work tools appropriately and manage Councils assets and equipment responsibly</i></p> <ul style="list-style-type: none"> Uses core work tools and equipment effectively Maintain and effectively use work tools, equipment and Council assets

Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct.

Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers

- **Safety** - works safely, in accordance with Council’s Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council’s WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees’ key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties and responsibilities of the position as outlined in the above Position Description

Name of Employee	
Signature of Employee	
Date	