

# BARKLY REGIONAL COUNCIL



## Animal Management Officer (Full-Time – Permanent)

### 1. Position Objectives

The Animal Management Officer plays a key role in promoting community safety and animal welfare within the Barkly Regional Council area, with a specific focus on the management of dogs and cats.

This position is responsible for managing animal-related matters including responding to community concerns, capturing and impounding stray or nuisance animals, and supporting responsible pet ownership practices.

*It is a requirement of this position that the position holder be willing and able to travel and work in remote communities located within the Barkly Regional Council area, and that the position holder agrees that this requirement may, from time to time, require the position holder to stay overnight.*

### 2. Our Vision, Purpose and Values

#### VISION

“We will strive to be innovative and sustainable Council that listens to our communities and empowers future generations of the Barkly”.

#### PURPOSE

“Our commitment is to serve and support our communities by delivering strong local leadership, purposeful advocacy, and impactful services”.

#### VALUES

- |                        |  |
|------------------------|--|
| <b>Integrity:</b>      | Upholding honesty and transparency in everything we do.  |
| <b>Diversity:</b>      | Embracing and celebrating the unique identities, traditions, and strengths of every community. |
| <b>Empathy:</b>        | Understanding and valuing the needs and experiences of others.                                 |
| <b>Accountability:</b> | Taking ownership of our actions through commitment to BRC and our communities.                 |
| <b>Service:</b>        | Dedicating ourselves to excellence, putting people first, and creating a positive impact.      |

### 3. Key Responsibilities

#### Community Response, Education & Engagement

- Conduct patrols and respond to community complaints regarding stray, nuisance, or roaming dogs and cats.
- Work proactively with residents to resolve animal-related issues.
- Promote responsible pet ownership, including animal care, control, and welfare.
- Support community awareness initiatives such as desexing and identification.
- Build and maintain positive relationships with community members, stakeholders, and animal welfare organisations.

## **Animal Outcomes & Facility Management**

- Promote the rehoming and adoption of impounded dogs and cats.
- Liaise with animal welfare organisations and community groups to support adoption pathways.
- Maintain the pound facility, ensuring cleanliness, safety, and compliance with standards.
- Ensure safe handling, storage, and use of animal management equipment.

## **Reporting & Administration**

- Maintain accurate records of animal impoundments, releases, incidents, and outcomes.
- Prepare reports on animal management activities as required.
- Ensure all documentation is completed accurately and in a timely manner.

## **Other Duties**

- You will be required to perform your duties within the Barkly Regional Council authority area as reasonably directed by Council.
- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Barkly Regional Council. The position holder will be expected to undertake other duties as appropriate to the position classification and as requested by his/her/their manager.

## **4. Key Accountabilities**

- Respond to community concerns and conduct patrols to manage stray, nuisance, and roaming dogs and cats, working proactively with residents to resolve issues.
- Promote responsible pet ownership and support community awareness initiatives, building positive relationships with residents, stakeholders, and animal welfare organisations.
- Support the humane management, rehoming, and adoption of impounded dogs and cats, working with relevant organisations to achieve positive outcomes.
- Maintain accurate records and prepare reports on animal management activities, ensuring all documentation is completed in a timely and compliant manner.
- Maintain pound facilities and equipment to required standards, ensuring safe operations and compliance with Work Health and Safety (WHS) requirements.
- Demonstrates and actively promotes Council's values in all interactions and decision-making.
- Contribute to the effective implementation and achievement of the objectives outlined in the Regional Plan.

## **5. Organisational Relationship**

<b>Position Title:</b>	Animal Management Officer
<b>Reports to:</b>	Council Services Manager – Tennant Creek
<b>Department:</b>	Operational Services

<b>Supervises:</b>	N/A
<b>Internal Liaison:</b>	Chief Executive Officer Chief Operating Officer Council Services Manager – Tennant Creek Companion Animal Outreach Officers Other Council Staff
<b>External Liaison:</b>	Police Veterinary Service Providers Government and Non-Government Departments, Organisations and Representatives Ratepayers, Residents, and Visitors

## 6. Wages and Other Benefits

<b>Classification:</b>	Level 3–5, commensurate with experience, knowledge and qualifications <i>Barkly Regional Council Enterprise Agreement 2024</i>
<b>Status:</b>	Full-Time – Permanent (38 hours per week)
<b>Annual Salary:</b>	\$61,057.41–\$74,485.60 per annum (\$2,348.36–\$2,864.83 gross per fortnight), commensurate with experience, knowledge and qualifications
<b>SCG:</b>	12%
<b>Roster:</b>	The Supervisor will set a five-day roster that equals 38 hours per week, within the span of ordinary hours of work, currently 6:30 AM to 6:00 PM, Monday to Sunday.

## 7. Knowledge and Skills

### Organisational:

- Demonstrated knowledge and understanding of Aboriginal culture.
- Excellent time management and organisational skills.
- Ability to work within a team environment while also achieving results independently.
- Ability to manage multiple tasks effectively, with flexibility in a changing work environment.

### Interpersonal:

- Willingness to work in a remote and sometimes demanding environment.
- Demonstrated ability to meet tight deadlines and regularly monitor deliverables.
- Ability to successfully interact with people at all levels.

### Change Management:

- Ability to recognise issues, use initiative to identify and propose effective solutions.
- Ability to respond promptly to changing circumstances and make sound decisions to ensure the efficient delivery of key responsibilities in the best interests of Barkly Regional Council.
- Always ensure compliance with all legislative requirements and best practice standards.

### Commitment, Attitude, and Application to Duties:

- Provide courteous and timely attention to requests for information.

- Demonstrate a positive, proactive attitude with strong initiative.
- Always Promote Barkly Regional Council in a professional and positive manner.
- Encourage continuous quality improvement in the delivery of accurate and timely documentation.
- Take responsible care to ensure personal safety and the safety of other staff in the workplace.

### 8. Essential Criteria – Qualifications, Skills and Experience

1. Experience in animal handling, animal management, or a related field.
2. Demonstrated ability to work with communities in animal welfare and education.
3. Ability to safely capture and handle dogs and cats.

### 9. Desirable Criteria – Qualifications, Skills and Experience

1. Knowledge of the Barkly region, including cultural awareness and the ability to engage respectfully with Aboriginal communities.
2. Previous experience working in Local Government.

### 10. Compliance, Training and Development

#### Mandatory

- Qualifications in Animal Management or a related field
- HLTAID009 Provide First Aid
- HLTAID009 Provide Cardiopulmonary Resuscitation
- National Criminal History Check
- Working with Children Clearance (Ochre Card – Northern Territory)
- Driver Licence

#### Desirable

- ACMARM401 Administer animal management and regulatory requirements
- Corporate Induction
- Site Induction
- Workplace Health and Safety (WHS) Induction Training
- Respect @ Work – Prevention of Sexual Harassment in the Workplace Training
- Prevention of Workplace Bullying and Harassment Induction Training

### 11. Inherent Requirements / Job Fitness Requirements

This position has inherent physical requirements that must be met to perform the role safely and effectively. These requirements have been identified in accordance with Work Health and Safety obligations and reflect the actual duties of the position.

Physical Demand Classification:

This role is classified as **Medium Work**, requiring:

- This role involves manual handling tasks, including lifting, carrying, and restraining animals and equipment.
- Manual lifting is generally up to 20kg.
- Where loads exceed 20kg, mechanical aids or team handling are to be used
- The role requires the ability to:

- Walk and work on uneven terrain;
- Bend, kneel, and squat;
- Safely handle animals using appropriate equipment.

**Inherent Physical Requirements:**

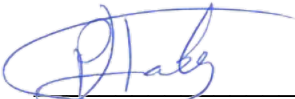
- Ability to walk for extended periods, including on uneven terrain.
- Ability to work outdoors in varying environmental conditions.
- Ability to safely capture and restrain animals (dogs and cats).
- Ability to lift and carry animals and equipment.
- Ability to bend, kneel, squat, and perform repetitive movements.
- Ability to use animal handling equipment safely.
- Ability to maintain grip strength when handling animals.

<b>Physical Requirements of Job Role</b>							
Job Role	Animal Management Officer						
<b>Body Posture</b>	<b>Not required</b>	<b>Rare</b>	<b>Intermittent</b>	<b>Occasional</b>	<b>Frequent</b>	<b>Constant</b>	<b>Comments</b>
Standing					X		
Sitting				X			
Forward Reaching					X		
Neck flexion / extension / rotation					X		
Reaching above shoulder height				X			
Stooping & bending forward from standing position					X		
Kneeling / squatting				X			
Trunk rotation					X		
<b>Mobility</b>	<b>Not required</b>	<b>Rare</b>	<b>Intermittent</b>	<b>Occasional</b>	<b>Frequent</b>	<b>Constant</b>	<b>Comments</b>
Climbing step / platform				X			
Walking					X		
Walking over uneven surfaces					X		
Ladder climbing	X						
<b>Manual Handling</b>	<b>Not required</b>	<b>Rare</b>	<b>Intermittent</b>	<b>Occasional</b>	<b>Frequent</b>	<b>Constant</b>	<b>Comments</b>
Unilateral lifting				X			
Bilateral carrying					X		
Lifting with weight away from body <10kg					X		
Lifting with weight away from body >10kg				X			
Lowering a vertical distance > 25cm from waist to floor				X			
Lowering a vertical distance > 25cm from waist to shoulder height				X			
Lifting 0kg - 4.5kg					X		

Lifting 4.5kg - 9kg				X		
Lifting 9kg - 22kg			X			
Lifting 22kg - 45kg		X				
Lifting 45kg+	X					
Handling unstable objects				X		
Carrying				X		
Pushing / pulling				X		
Sustained / repetitive hand grip				X		
Tool use			X			
Exposure to vibration		X				

**12. Certification**

The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.

  
 \_\_\_\_\_  
 Peter Harder  
 Chief Executive Officer

16 / 06 / 2026  
 \_\_\_\_\_  
 Date

**13. Acceptance**

I, \_\_\_\_\_, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above.

\_\_\_\_\_  
 Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Date