



## Companion Animal Outreach Officer (CDT001)

### 1. Position Objectives

The Companion Animal Outreach Officer will play a crucial role in Barkly Regional Council's community outreach initiatives by supporting animal education and health services in Indigenous communities.

This funded traineeship position supports individuals to develop the skills required to contribute to animal management and community education through completion of the ACM30122 Certificate III in Animal Care Services (or equivalent), while assisting with:

- Supporting Barkly Regional Council's community outreach initiatives in animal education and health services within communities.
- Providing a supporting role in the delivery and implementation of educational and veterinary programs within communities.
- Building relationships between indigenous community members and veterinary services personnel.

### Eligibility

**Identified Role: Identify as being of Aboriginal or Torres Strait Islander origin.**

- As an Identified Role, this role is open only to Aboriginal and/or Torres Strait Islander persons. Where a position is identified, an applicant's race is a genuine occupational qualification and authorised by Section 35A of the Anti-Discrimination Act 1992 (NT).
- This is a three-year funded traineeship position. Ongoing employment is subject to meeting expected performance targets as set out in Key Accountabilities and ongoing funding.
- This position is designed as a flexible, region-wide role, not specific to a single community.

*The position holder may be required to travel between communities to support veterinary outreach visits, assist with animal management activities, and undertake on-the-job training opportunities, including exposure to pound operations in Tennant Creek and collaboration with veterinary service providers.*

### 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

- Integrity:** Upholding honesty and transparency in everything we do.
- Diversity:** Embracing and celebrating the unique identities, traditions, and strengths of every community.
- Empathy:** Understanding and valuing the needs and experiences of others.

- Accountability:** Taking ownership of our actions through commitment to BRC and our communities.
- Service:** Dedicating ourselves to excellence, putting people first, and creating a positive impact.

### 3. Key Responsibilities

#### Educational Program Support

- Support the Council Services Managers and Barkly Veterinary Practice in delivering Animal Management in Rural & Remote Indigenous Communities (RJED) school-based animal education programs.
- Support the Council Services Managers in the preparation and distribution of educational materials to students and community members.
- Support the Council Services Managers regarding local animal populations by engaging with community members.
- Support the Council Services Managers in the collection of data for the animal population database.
- Support veterinary teams during community visits by helping with animal handling and record-keeping.

#### Liaison and Community Relationship Building

- Serve as a supportive link between Indigenous community members and veterinary services.
- Communicate the needs and concerns of community members regarding animal management and health services to veterinary teams.
- Build and maintain strong relationships with Indigenous leaders, elders, and other key community stakeholders.

#### Other

- 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

- Actively participate and complete the required training.
- Build strong, trusting relationships with Indigenous community members and key stakeholders.
- Attend and actively participate in team meetings.
- Work attendance maintained at a consistently high level.
- Cooperation with team, team members, supervisors, managers, and executive staff.
- 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>	Companion Animal Outreach Officer (CDT001)
<b>Reports to:</b>	Council Services Managers (CMS001, CSM002, CSM003, CSM004, CSM005 and CSM006)
<b>Department:</b>	Operational Services
<b>Supervises:</b>	N/A
<b>Internal Liaison:</b>	Chief Executive Officer Chief Operational Officer Council Services Managers Animal Management Coordinator Companion Animal Outreach Officers Other Council Staff
<b>External Liaison:</b>	Barkly Veterinary Practice Veterinary Service Providers Employment Services Provider (ESP) Local Schools Government and Non-Government Departments, Organisations and Representatives Ratepayers, Residents and Visitors

## 6. Wages and Allowances

<b>Classification:</b>	Level 2, Pay Point 1 <i>Barkly Regional Council Enterprise Agreement 2024</i>
<b>Status:</b>	Part-Time Fixed Term (25 hours per week) <i>(Funding End Date: 30 June 2028)</i>
<b>Hourly Rate:</b>	\$28.16 per hour
<b>SGC:</b>	12%
<b>Roster:</b>	The Supervisor will set a Part-Time weekly roster that is 25 hours per week. The roster will be 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. Strong communication and interpersonal skills.
2. Knowledge of the Barkly region, including cultural awareness and the ability to engage respectfully with Aboriginal communities.

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

1. Previous experience working in Local Government.

## 10. Compliance, Training and Development

### Mandatory

- Required to actively participate in Nationally Accredited Training, being ACM30122 Certificate III in Animal Care Services (or equivalent)
- National Criminal History Check
- Working with Children Clearance (Ochre Card – Northern Territory)
- Driver's Licence

### Desirable

- Corporate Induction
- Site Induction
- Work Health and Safety (WHS) Induction

## 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**, involving a combination of community engagement, travel, and animal handling activities.

- 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 in community and outdoor environments;
  - Bend, kneel, and squat during animal handling activities;
  - Assist with safe handling and restraint of animals under supervision;
  - Travel between communities and participate in outreach activities..

Inherent Physical Requirements:

- Ability to stand and walk for extended periods.
- Ability to work outdoors and in remote community environments.
- Ability to assist with handling and restraining animals safely.
- Ability to lift and carry equipment and materials.
- Ability to bend, kneel, squat, and perform repetitive movements.
- Ability to use basic equipment and animal handling tools safely.
- Ability to maintain grip strength when handling animals.
- Ability to respond appropriately to dynamic and unpredictable situations.

Physical Requirements of Job Role							
Job Role	Companion Animal Outreach Officer						
Body Posture	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
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**

10 / 04 / 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