

## POSITION DESCRIPTION

### REGIONAL MANAGER – VETERINARIAN AND ANIMAL CONTROL



<b>Job Title:</b>	Regional Manager – Veterinarian and Animal Control
<b>Classification:</b>	Level 10
<b>Work Unit:</b>	Council Services
<b>Reports To:</b>	Director – Council Services

#### **Primary Objective:**

The Regional Manager – Veterinarian and Animal Control will provide regional management of Companion Animal welfare and Animal Health Programs, including appropriate Veterinary services and control, across East Arnhem Regional Council's service delivery area.

#### **Key Responsibilities:**

1. Develop, implement and manage the delivery of appropriate Companion Animal Health programs.
2. Plan, coordinate and deliver appropriate veterinary services at scheduled intervals across the calendar year.
3. Establish strong relationships with community members to enable the identification of community based animal management issues and develop culturally appropriate solutions.
4. Actively promote responsible pet ownership to empower community members through a One Health approach to delivering companion animal health programs.
5. Collaborate with community members and Council to develop and implement ongoing management of Animal Control Policy and local laws.
6. Develop educational resources and facilitate the delivery of animal awareness education for all community members through, but not limited to; school, workplace and community-based approaches.
7. Manage and negotiate stakeholder contribution and involvement of the Companion Animal Welfare and Control Program.
8. Budget development, management, monitoring and reporting.
9. Ensuring all area updates and financial reporting are actioned within requested timeframes.
10. Actively seek additional funding and/or collaborative projects with other Stakeholder organisations.
11. Provide appropriate training, mentoring and support to Animal Management Workers and other Veterinarian and Animal Control staff.
12. Assist with Human Resources and Payroll functions, including timesheet preparation, recruitment, tracking staff attendance, and performance management and development.
13. Actively participate in all offered training and development opportunities.
14. Comply with all Workplace Health and Safety Policies and Procedures.
15. Other duties as reasonably directed by the Director – Council Services.

#### **Essential Selection Criteria:**

- Appropriate tertiary qualifications as a Registered Veterinary Surgeon in accordance with the requirements of the Australian Veterinary Association and NT Veterinary Board.
- Hold and maintain a current registration with the Veterinary Board of the NT.
- Sound knowledge of relevant legislation and policy impacting on animal welfare and control programs, and the relationship with the strategic directions.
- Demonstrated knowledge and understanding of animal welfare and companion animal health programs, reporting, and training.
- Demonstrated sole charge and independent veterinary skills working in a field environment.
- Demonstrated understanding of stock control, budgeting and logistical constraints.
- Demonstrated attention to detail and commitment to ensuring desirable outcomes for Animal Welfare and Control.
- Demonstrated time management skills and ability to effectively work to deadlines.

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- High level of oral, written and interpersonal communication skills including the ability to liaise effectively with a variety of stakeholders and resolve conflict.
- Previous experience in a leadership role, managing people/small teams, with demonstrated ability to effectively mentor, develop, support and motivate staff in a flexible and changing work environment.
- A current C Class Drivers Licence, with the ability to drive manual transmission vehicles.

#### **Desirable Selection Criteria:**

- Previous experience living and/or working in a remote First Nations community within Australia.
- Demonstrated high level of cross-cultural awareness to ensure effective participation in a cross-cultural workplace.
- Awareness of issues affecting First Nations People in Australia.

Employment with the EARC is subject to a Criminal History Check and the ability to obtain a Working with Children Clearance. Criminal history will not exclude an applicant unless it is relevant to the inherent requirements to their position.

Employees must also be prepared to travel to remote communities via various means, including 4WD vehicle and light aircraft.

East Arnhem Regional Council is an Equal Employment Opportunity (EEO) employer.

A handwritten signature in black ink, appearing to read 'Dale Keehne'.

**Dale Keehne**  
**Chief Executive Officer**  
**East Arnhem Regional Council**