

Position description

Title:	Pound Attendant	Position Number	3060
Classification:	Level 2		
Hub:	Community	Program Area:	Regulatory Services
Reports to:	Regulatory Pound Supervisor		
Direct Reports:	Nil		

Our vision and mission

Darwin 2030 – City for People. City of Colour.

We will work with the community and partners, provide leadership and deliver services that create opportunities to enhance the economic, cultural and environmental sustainability of Darwin.

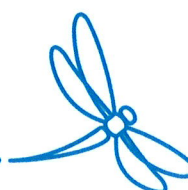
Our strategic directions

- A capital city with best practice and sustainable infrastructure
- A safe, livable and healthy city
- A cool, clean and green city
- A smart and prosperous city
- A vibrant and creative city

Organisation operating model

City of Darwin's organisational operating model is an agile high -performance operating model based on supporting collaboration, improving speed of delivery of strategic outcomes, and growing innovation. The model consists of four operating hubs, the Office of the Lord Mayor and CEO, Community, Corporate and Innovation, and incorporates:

- an agile organisational structure,
- high-performance culture,
- enterprise leadership,
- psychological safe working environment, and
- high collaboration and communication.



Position objective

Provide day-to-day care of impounded animals and to maintain safe and high level of hygiene at the facility at all times in accordance with the City of Darwin procedures. This role will apply Council By-laws for enforcement purposes and will actively take up manual labour tasks and support operational requirements.

Key result areas

Corporate identity

- Promote and embody City of Darwin's Vision and Mission.
- Promote and embody City of Darwin's staff values, CARES (**C**ustomer Service, **A**ccountability, **R**espect, **E**xcellence and **S**olidarity).
- Act in accordance with and abide by the City of Darwin's Code of Conduct.

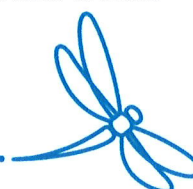


Service delivery

- Cleaning and disinfecting of kennelling areas including but not limited to cages, equipment, runs and common areas, ensuring that a high level of hygiene is maintained at all times to ensure animal wellbeing.
- Humanely provide animal care and identify animals which may be ill, injured, aggressive or difficult to control and take appropriate action as per the standard procedure.
- Provide food and water for all Pound animals.
- Assist the Veterinarian as required.
- Provide high level customer service to all stakeholders, including members of the public.
- Carry out general maintenance duties including lawn mowing and weed control.
- Complete all administrative actions in accordance with current pound procedures.
- In capacity as an Authorised Officer undertake regulatory duties in accordance with set procedures as and when required.
- Enforce Council By-laws and issue infringements as required.
- Ensure all Pounds associated tasks are undertaken in accordance with daily / weekly / monthly schedules assigned.

Team support (people and capability)

- Work professionally, cooperatively and respectfully with other team members to accomplish joint tasks and build positive working relationships.
- Be flexible and adaptable to working in various work locations throughout the municipality as needed to perform the role effectively.
- Undertake any other duties within the skill and scope of the position or your skill set, as directed.
- Actively participate and contribute to team meetings and other relevant forums, events or organisational meetings as required.
- Proactively engage in performance management processes (ie. probation reviews and annual performance appraisals) as required.



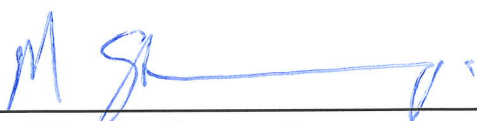
Workplace health and safety

- Ensure your personal health and safety and that of others in the workplace, and report all accidents, incidents and hazards immediately via WHS systems.
- Comply with all CoD Workplace Health and Safety (WHS) policies, procedures, guidance and other-directed requirements.
- Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety purposes.
- Report all accidents, incidents, near misses and hazards immediately.

Position prerequisites

- ☐ Certificate II in Animal Care or equivalent qualification and/ or minimum one (1) year's relevant experience
- ☐ Possession of a Class C Drivers Licence
- ☐ Tetanus Injections upon appointment to the position.

APPROVED BY:


General Manager Community

Date:

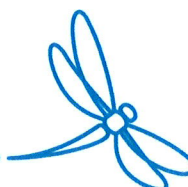
12/10/23

Employee Acknowledgement

I, _____ have read and understood the requirements of the role; responsibilities and accountabilities as outlined within this Position Description. I understand that I am also responsible for complying with Council's policies & procedures as they relate to my position.

Signed: _____

Date: _____



For recruitment purposes only

Essential experience, skills, and qualifications:

- Meets the position prerequisites
- To be successful you must demonstrate sound communication, literacy, numeracy and interpersonal skills
- You must be customer focused as you will be dealing with the public and demonstrate strong customer focused ethics.
- You must be able to demonstrate that you can work under limited supervision, utilizing initiative and being adaptable

Desirable-

- Have previous animal handling experience
- Previous experience in local government or similar environment

