



**POSITION DESCRIPTION**

**Position Title:** GAP Assessment Officer/Transporter      **Department:** GAP

**New Position**

**Date:** 09/12/15

**Change to Existing Position**

**Reports to (position):**

*Larissa Darragh*

**Positions that report to this position:**

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**Name of present incumbent (if applicable):**

**PRIMARY PURPOSE OF ROLE:**

Under the guidance of the GAP Manager, the GAP Greyhound Assessment Officer/Transporter primarily is responsible for the transporting of greyhounds to and from the GAP property in Seymour. This role also includes working within a team to attend off site assessment on a weekly basis and conduct assessments on the greyhounds.

A part of this role will also include assisting in the day to day care of all of the greyhounds housed on site, and ensuring the kennel facilities are maintained to a standard of excellence and that all greyhound records are kept up to date. This may also involve general upkeep and maintenance of the GAP facility and equipment, including the property's grounds and vehicles.

**SCOPE:**

Greyhound Racing Victoria (GRV) is in the business of governing, operating and promoting greyhound racing of the highest integrity to wagering operators nationally and internationally and to Victorian clubs for the enjoyment of members, wagerers and on-course race goers.

GRV is committed to attracting, selecting and retaining the best calibre of people to achieve the highest level of performance and behavioural standards required for each position. This will ensure that the best standard of service is continually provided across the organisation and that GRV will build on and maintain its excellent reputation and effective profitability.

Our vision is for Greyhound Racing Victoria to become the world's most respected greyhound racing body; widely regarded for the market position and reputation we have created for greyhound racing in Victoria.

Greyhound Racing Victoria (GRV) initiative is the commitment to finding homes for greyhounds that are no longer suitable for racing. GRV established a dedicated facility GAP located in Seymour, Victoria, which has successfully re-homed approximately 6000 greyhounds since its induction.

The successful incumbent will be committed to work with the GAP team to guarantee the continued growth of the program. This will ensure that the best standard of service is continually provided across the program and will build on and maintain its excellent reputation.

**FREEDOM TO ACT / DECISION MAKING:**

The position may provide basic advice to greyhound owners, both pre and post racing

<b>KEY RESULT AREA</b>	<b>ACCOUNTABILITY / ACTIVITY</b>	<b>KEY PERFORMANCE INDICATOR</b>
<b>Dog Assessment</b>	<ul style="list-style-type: none"> <li>• <i>Off site and on site assessment of Greyhound/s suitability for the GRV Adoption Program are met including:</i> <ul style="list-style-type: none"> <li>○ <i>Information gathering</i></li> <li>○ <i>Assessment of dog's prior history</i></li> <li>○ <i>General Observation in the kennel environment of the dogs behaviour</i></li> <li>○ <i>Handling and evaluation of the dogs actions to a collar, muzzle and lead, including walking.</i></li> <li>○ <i>Sociability assessment towards people and other animals.</i></li> <li>○ <i>General physical examination for health problems and assessing reaction to being handled.</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <i>Comprehensive, efficient and accurate completion of Greyhound Behavioural Assessments.</i></li> <li>• <i>Communication of outcomes to all parties involved.</i></li> <li>• <i>Communication of actions required to support the dog to complete a future assessment.</i></li> <li>• <i>Accurate record keeping and paperwork</i></li> </ul>
<b>Transport</b>	<ul style="list-style-type: none"> <li>• <i>Conduct collection and drop-off of greyhounds at designated points as arranged by GAP Manager &amp; GAP Foster Care Co-ordinator. This includes but is not limited to RSPCA shelters and the Prison Pet Partnership Program facilities</i></li> <li>• <i>Other transport of greyhounds as required</i></li> <li>• <i>Complete all required paperwork for incoming and outgoing greyhounds to ensure GAP records are kept in order</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Feedback from foster carers</i></li> <li>• <i>Arrival at meeting points on time</i></li> <li>• <i>Accurate record keeping and paperwork</i></li> </ul>
<b>Kennels</b>	<ul style="list-style-type: none"> <li>• <i>Assist GAP Property and Maintenance Manager to ensure that the daily needs of all greyhounds housed at the property are met including;</i> <ul style="list-style-type: none"> <li>○ <i>daily feeding, watering and inspection of all greyhounds</i></li> <li>○ <i>ensuring adequate water supplies are maintained for dogs at all times</i></li> <li>○ <i>daily cleaning of facilities, i.e. hose kennels, replace soiled bedding, feeding and water utensils</i></li> <li>○ <i>reporting to management greyhounds that are sick or unwell</i></li> <li>○ <i>exercising the greyhounds as required</i></li> <li>○ <i>ensuring that all record keeping is completed and in compliance with the relevant Codes of Practice.</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <i>That the paperwork for each greyhounds is completed and displayed on the greyhounds kennel</i></li> <li>• <i>Daily checks conducted by GAP Property &amp; Kennel Manager</i></li> </ul>

<b>Property Maintenance</b>	<ul style="list-style-type: none"> <li>• Ensure property grounds are maintained at all times to a high level of presentation for public standards.</li> <li>• Maintain property equipment in working order and report any faults to management e.g., property equipment such as lawn mowers, whipper snippers, gardening tools, pumps etc.</li> <li>• Ensure that the GAP van and trailers are maintained to a high level of presentation and cleanliness</li> </ul>	<ul style="list-style-type: none"> <li>• That the property, vehicles and trailers are visually inspected for safety and are well presented at all times</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Attend to general public queries as required</li> <li>• Attending GRV GAP associated functions when required</li> </ul>	

KEY BUSINESS CONTACTS	
EXTERNAL	INTERNAL
General Public	GAP Animal Welfare Strategic Project Manager
Adoptive Families	GAP Manager
Foster Carers	GAP Property and Kennel Manager
Greyhound Trainers	GAP Foster Co-ordinator
Other Greyhound Re-homing Groups	
Various Suppliers	

PERSON SPECIFICATION	
EDUCATION/QUALIFICATIONS	
ESSENTIAL	DESIRABLE
	A formal qualification in Obedience dog training, Vet Sciences, Animal Studies, Animal Care or equivalent

SKILLS/KNOWLEDGE	
ESSENTIAL	DESIRABLE
Animal husbandry skills or equivalent	Handyperson skills for general kennel and property maintenance.
Capability to tow a 10 berth dog trailer (max 7 metre length)	Experience working in kennel environment
Excellent communication skills, both verbal and written.	
Strong time, self management and organisational skills	
Good working knowledge of Microsoft Office Suite and data entry skills	
Problem solving skills	
Capacity to work independently and within a team environment	
Excellent customer service skills	
ATTRIBUTES	
ESSENTIAL	DESIRABLE
Responsiveness	Ability to multi task
Integrity	Self motivated
Impartiality	Lateral thinker
Accountability	
Respect	
Leadership	
Human Rights	

EMPLOYMENT CONDITIONS
<ul style="list-style-type: none"> <li>• Terms and conditions of employment are per the current GRV 'Employee Enterprise Agreement'</li> <li>• The GRV environment is a unique and challenging operational environment. It operates weekdays, weekends, day and night hours. GRV employees are bound by a number of regulatory Government requirements. In addition, all staff are required to abide by GRV policies including restricted gambling, greyhound ownership and the Code of Conduct for Victorian Public Sector Employees.</li> <li>• All employment at GRV is subject to a satisfactory police check prior to commencement</li> <li>• All employees at GRV are required to have the right to work in Australia.</li> <li>• All employees are required to comply with WHS statutory obligations.</li> <li>• GRV is an EEO employer.</li> <li>• Current Victorian Driver's Licence required.</li> </ul>

NAME: \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_

SIGNATURE: \_\_\_\_\_