



POSITION DESCRIPTION

Position Title: GAP Kennel Attendant

Department: GAP (Seymour)

New Position

Date: 23/04/15

Change to Existing Position

Reports to (position):

Positions that report to this position:

-

Name of present incumbent (if applicable):

<Name>

PRIMARY PURPOSE OF ROLE:

Under the guidance of the GAP Property & Kennel Manager, the GAP Kennel Attendants are responsible for 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.

The role also involves making sure that all greyhound records are kept up to date and the general upkeep and maintenance of the GAP facilities, including the property's grounds are also maintained to a standard of excellence.

This role may also involve the transportation of greyhounds entering and leaving the program and transportation of greyhounds to and from veterinary treatment or other locations as required.

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.

KEY RESULT AREA	ACCOUNTABILITY / ACTIVITY	KEY PERFORMANCE INDICATOR
<i>Area of Focus</i>	<i>What activities are you responsible for?</i>	<i>How will you know this has been achieved?</i>
Kennels	<ul style="list-style-type: none"> • <i>Ensure that the daily needs of all greyhounds housed at the property are met including;</i> <ul style="list-style-type: none"> ○ <i>daily feeding, watering and inspection of all greyhounds</i> ○ <i>ensuring adequate water supplies are maintained for dogs at all times</i> ○ <i>daily cleaning of facilities, ie. hose kennels, replace soiled bedding, feeding and water utensils</i> ○ <i>reporting to management greyhounds that are sick or unwell</i> ○ <i>exercising the greyhounds as required</i> ○ <i>ensuring that all record keeping in compliance with the relevant Codes of Practice is being completed.</i> 	<ul style="list-style-type: none"> • <i>That the paperwork for each greyhounds is completed and hung on the greyhounds kennel</i> • <i>Daily checks conducted by GAP Property & Kennel Manager</i>
Transport	<ul style="list-style-type: none"> • <i>Conduct collection and drop-off of greyhounds at designated points as arranged by GAP Manager & GAP Foster Care Co-ordinator</i> • <i>Transport Greyhounds to and from veterinary treatment when required</i> • <i>Other transport of greyhounds as required</i> • <i>Complete all required paperwork for incoming and outgoing greyhounds to ensure GAP records are kept in order</i> 	<ul style="list-style-type: none"> • <i>Ensure that greyhounds arrive at designated points on time</i>
Property Maintenance	<ul style="list-style-type: none"> • <i>Ensure property grounds are maintained at all times to a high level of presentation for public standards. This may require some general gardening and maintenance</i> • <i>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.</i> 	<ul style="list-style-type: none"> • <i>That the property is visually well presented at all times</i>
Other	<ul style="list-style-type: none"> • <i>Attend to general public queries as required</i> • <i>Attending GRV GAP associated functions as and when required</i> 	

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
Various Supplies	

PERSON SPECIFICATION	
EDUCATION/QUALIFICATIONS	
ESSENTIAL A current Victorian Driver's Licence is essential. (This position will involve regular driving, much of which will include towing a large dog trailer) A police clearance certificate will be required prior to commencement	DESIRABLE
SKILLS/KNOWLEDGE	
ESSENTIAL An ability to prioritize work commitments and attend to work requirements within a tight time-frame	DESIRABLE Excellent animal husbandry skills
Strong communication skills including the ability to form effective relationships with staff, industry participants and general public	General 'handyman' skills with demonstrated knowledge of safe working practices and in accordance with equipment instructions.
	Prior experience working in kennel environment
ATTRIBUTES	
ESSENTIAL Responsiveness	DESIRABLE Ability to Multi-task
Integrity	Self Motivated
Impartiality	Lateral thinker
Accountability	
Respect	
Leadership	
Human Rights	

EMPLOYMENT CONDITIONS

- Terms and conditions of employment are per the current GRV 'Employee Enterprise Agreement'
- 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.
- All employment at GRV is subject to a satisfactory police check prior to commencement
- All employees at GRV are required to have the right to work in Australia.
- All employees are required to comply with WHS statutory obligations.
- GRV is an EEO employer.

NAME: _____ DATE: __/__/__

SIGNATURE: _____