



Position Title: GAP Greyhound Assessor

Department: Animal Welfare

New Position

Date: 9 October 2018

Change to Existing position

Reports To (Position): GAP Adoption Manager

Position that report to this position: Nil

Name of Present incumbent (if applicable)

PRIMARY PURPOSE OF ROLE: *This should be a summary or 'vision' for the position. Consider what aspects of the role, if they were removed, would cause the position to no longer add value to, or be required at GRV*

The primary purpose of this role is to conduct behavioural assessments on greyhounds entering the Greyhound Adoption Program (GAP) whilst assist with the behavioural rehabilitation of greyhounds, and provide administrative support to the GAP office. This includes conducting behavioural assessment off site at various testing locations around the state as well as conducting assessments at the GAP in Seymour.

The administrative support includes but is not limited to answering enquires, attending promotions and other duties as required.

It is essential that the person has the ability to prioritise tasks in a busy environment, has the ability to communicate effectively with people from all walks of life, with great attention to detail and accuracy.

SCOPE: *The scope of work provides information about the larger picture of the position-How it relates to other positions in GRV and to the broader community outside of GRV.*

Greyhound Racing Victoria (GRV) is the statutory authority responsible for regulating, conducting and promoting greyhound racing in Victoria, a sport that annually generates around \$400 million in economic activity and over \$2 billion in wagering and directly involves over 15,000 people.

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 help GRV to professionally regulate, conduct and promote greyhound racing and welfare in Victoria with integrity and care, and to ensure an engaging, ethical and sustainable sport.

Our vision is "Victorian Greyhound Racing is a vibrant, entertaining and thriving sport with animal welfare at its heart"

The GAP is an initiative dedicated to finding homes for greyhounds that are no longer suitable for racing. GAP was established in 1996 and now has a dedicated facility at Seymour, GAP has successfully re-homed thousands of greyhounds since its induction. Our aim at GAP is to continue to grow and to maintain our position as the leading greyhound adoption program in Australia and one of the world's leading greyhound adoption programs.

The successful candidate 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.

KEY RESULT AREA	ACCOUNTABILITY/ACTIVITY	KEY PERFORMANCE INDICATOR
Area of focus	What activities are you responsible for?	How will you know this has been achieved?
Greyhound Assessments	<ul style="list-style-type: none"> • Liaising with industry participants • Handling Greyhounds and Test Dogs during assessments • Assessing behaviour, temperament and basic health to deem suitability for adoption • Advising and educating participants on how to better improve the suitability of their dog for the program • Ensure all assessment paperwork is organised • Assist with the Behavioural Rehabilitation Program • Assist with onsite enrichment activities 	<ul style="list-style-type: none"> • Client feedback • Comprehensive, efficient and accurate completion of Greyhound Behavioural Assessments. • Communication of outcomes to all parties involved. • Communication of actions required to support the dog to complete a future assessment. <ul style="list-style-type: none"> ▪ Accurate record keeping and paperwork
Greyhound Assessments Off Site	<ul style="list-style-type: none"> • Attend off site assessments • Assessing behaviour, temperament and basic health to deem suitability for adoption • Advising and educating participants on how to better improve the suitability of their dog for the program • As required attend overnight assessments in different locations across the state • Transportation of greyhounds within the state of Victoria when required 	<ul style="list-style-type: none"> • Arriving at meeting points on time

Office Administration	<ul style="list-style-type: none"> • Liaising with adoption staff to match suitable dogs to homes • Record assessment outcomes of all greyhounds into GAP database • As required assist with photographing greyhounds and writing biographies for the GAP website • As required assist in answering the GAP telephone and ensuring calls are directed in a timely manner to the appropriate person • As required prepare 'adoption packs' for clients • As required accept, match and process applications for adoptions • As required conduct follow up calls post adoption • As required assisting with promotional material for GAP Facebook page • Assist with the transportation of dogs to varying locations 	<ul style="list-style-type: none"> • Feedback from clients • Accurate record keeping
Functions	<ul style="list-style-type: none"> • Attending GRV GAP associated functions as and when required 	
OHS	<ul style="list-style-type: none"> • Maintain a safe working environment in your area of responsibility. • Ensure that OH&S principles and guidelines are adhered to. • Report any breach in OH&S. Document any hazard and make suggestions / recommendations for improvements. • Report accidents and injuries and near misses as per GRV Policy and Guidelines. • Provide and maintain so far as is practicable a working environment that is safe and without risk to health. • Take care of your own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. 	<ul style="list-style-type: none"> • Role model safe work practices ensuring adherence to OHS policy and procedures. • Report incident/accident/hazard in the workplace in a timely manner. • Actively Support and Promote OHS.

	<ul style="list-style-type: none"> Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and GRV policies and promote a working environment that is congruent with these guidelines 	
Duties	<ul style="list-style-type: none"> Other duties as reasonably requested from time to time. 	

KEY BUSINESS CONTACTS	
EXTERNAL	INTERNAL
Greyhound owners and trainers	GAP staff
GAP adoptees	GRV Greyhound Welfare Department
GAP volunteers	GRV Integrity Department
General public	GRV Marketing Department
RSPCA	GRV Finance Department
Other adoption groups	

PERSON SPECIFICATION	
EDUCATION/QUALIFICATION <i>necessary to meet position objectives</i>	
ESSENTIAL	DESIRABLE
Equivalent to Certificate III in Dog Behaviour and Training	First aid training
SKILLS/KNOWLEDGE <i>necessary to meet position objectives</i>	
ESSENTIAL	DESIRABLE
Experience and confidence in handling large breed dogs in a safe and humane manner.	Experience in assessing the temperament and behaviour of dogs.
Conflict management skills	Prior experience in a shelter or veterinary environment

Strong working knowledge of Microsoft Office suite and data entry skills	Strong organisational skills
Possess very well developed interpersonal and customer service skills to deal with large volume of both face to face and telephone enquiries	Relevant and acceptable work experience in an Administrative /Office work environment.
Possess very well developed written and verbal communication skills	Understanding of the greyhound racing industry
Ability to effectively work both as part of a small team and alone as required	Animal welfare
Strong time management skills and attention to detail	Animal behaviour
Capability to tow a tandem dog trailer (7m in length)	
ATTRIBUTES required to ensure satisfactory performance and cultural fit	
ESSENTIAL	DESIRABLE
Integrity	Punctuality
Transparent	Good people skills
Collaborative	Empathy, tolerance and patience
Safety	Compassion
Responsive	A love of dogs
Progressive	

EMPLOYMENT CONDITIONS
<ul style="list-style-type: none"> ▪ Terms and Conditions of employment are per the current GRV Employment 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. ▪ Current Victorian Drivers Licence required

NAME: _____ DATE: ___/___/___

SIGNATURE: _____

