



<b>Position Title:</b> GAP Kennel Attendant	<b>Department:</b> Animal Welfare
<input checked="" type="checkbox"/> <b>New Position</b> <input checked="" type="checkbox"/> <b>Change to Existing position</b>	<b>Date:</b> 25 <sup>th</sup> October 2017
<b>Reports To (Position):</b> GAP Adoption Manager	
<b>Position that report to this position:</b> N/A	
<b>Name of Present incumbent (if applicable)</b>	

<b>PRIMARY PURPOSE OF ROLE:</b>		
<p>Under the guidance of the GAP Operations Manager, the GAP Kennel Attendants are responsible for the day to day care of all of the greyhounds housed on site, ensuring the kennel facilities are maintained to a standard of excellence and that all greyhound records are kept up to date</p> <p>The role also involves making sure that the general upkeep and maintenance of the GAP facilities, including the property's grounds are maintained to a standard of excellence.</p> <p>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.</p>		
<b>SCOPE:</b>		
<p>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.</p> <p>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.</p> <p>Our vision is "Victorian Greyhound Racing is a vibrant, entertaining and thriving sport with animal welfare at its heart</p>		
<b>FREEDOM TO ACT/DECISION MAKING:</b>		
Nil		
<b>KEY RESULT AREA</b>	<b>ACCOUNTABILITY/ACTIVITY</b>	<b>KEY PERFORMANCE INDICATOR</b>
Area of focus	What activities are you responsible for?	How will you know this has been achieved?

<ul style="list-style-type: none"> <li>▪ Kennels</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that the daily needs of all greyhounds housed at the property are met including;             <ul style="list-style-type: none"> <li>○ daily feeding, watering and inspection of all greyhounds</li> <li>○ ensuring adequate water supplies are maintained for dogs at all times</li> <li>○ daily cleaning of facilities, ie. Hose and disinfect kennels, replace soiled bedding, feeding and water utensils</li> <li>○ reporting to management greyhounds that are sick or unwell</li> <li>○ exercising the greyhounds as required</li> </ul> </li> <li>▪ ensuring that all record keeping in compliance with the relevant Codes of Practice is being completed.</li> </ul>	<ul style="list-style-type: none"> <li>• That the paperwork for each greyhounds is completed and hung on the greyhounds kennel</li> <li>▪ Daily checks conducted by GAP Property &amp; Kennel Manager</li> </ul>
<ul style="list-style-type: none"> <li>▪ Transport</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct collection and drop-off of greyhounds at designated points as arranged by GAP Manager &amp; GAP Foster Care Co-ordinator when required</li> <li>• Transport Greyhounds to and from veterinary treatment when required</li> <li>• Other transport of greyhounds as required</li> <li>• Complete all required paperwork for incoming and outgoing greyhounds to ensure GAP records are kept in order</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensure that greyhounds arrive at designated points on time</li> </ul>

<ul style="list-style-type: none"> <li>Property Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>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</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> </ul>	<ul style="list-style-type: none"> <li>That the property is visually well presented at all times</li> </ul>
<ul style="list-style-type: none"> <li>Other</li> </ul>	<ul style="list-style-type: none"> <li>Attend to general public queries as required</li> <li>Attending GRV GAP associated functions as and when required</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
OHS	<ul style="list-style-type: none"> <li>Maintain a safe working environment in your area of responsibility.</li> <li>Ensure that OH&amp;S principles and guidelines are adhered to.</li> <li>Report any breach in OH&amp;S. Document any hazard and make suggestions / recommendations for improvements.</li> <li>Report accidents and injuries and near misses as per GRV Policy and Guidelines.</li> <li>Provide and maintain so far as is practicable a working environment that is safe and without risk to health.</li> <li>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.</li> <li>Understand responsibilities and accountabilities to yourself and others in accordance with OH&amp;S legislation and GRV policies and promote a working environment that is congruent with these guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Role model safe work practices ensuring adherence to OHS policy and procedures</li> <li>Report incident/accident/hazard in the workplace in a timely manner</li> <li>Actively Support and Promote OHS</li> </ul>
Duties	<ul style="list-style-type: none"> <li>Other duties as required</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

KEY BUSINESS CONTACTS	
EXTERNAL	INTERNAL
General Public	GRV Rehoming Manager
Adoptive Families	GAP Operations Manager
Foster Carers	GAP Adoption Manager
Greyhound Trainers	GAP Property and Kennel Manager

PERSON SPECIFICATION	
EDUCATION/QUALIFICATION <i>necessary to meet position objectives</i>	
ESSENTIAL	DESIRABLE
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	
SKILLS/KNOWLEDGE necessary to meet position objectives	
ESSENTIAL	DESIRABLE
An ability to prioritize work commitments and attend to work requirements within a tight time-frame	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 required to ensure satisfactory performance and cultural fit	
ESSENTIAL	DESIRABLE

Integrity	Ability to Multi-task
Transparent	Self-Motivated
Collaborative	Lateral Thinker
Safety	
Responsive	
Progressive	
Respect	

#### EMPLOYMENT CONDITIONS

- Terms and Conditions of employment are per the current GRV Employee Enterprise Agreement 2016.
- 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: \_\_\_\_\_