

# Position Description

**Position Title:** GAP Kennel Attendant

**Version effective date:**

December 2021

**Department:** Greyhound Welfare and Rehoming

**Reports To (Position):** GAP Operations Manager (Tullamarine) or GAP Operations Coordinator (Seymour)

**Function(s) / roles directly reporting to this position:** Nil

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

## ORGANISATIONAL OVERVIEW

Greyhound Racing Victoria (GRV) is the statutory authority responsible for regulating, conducting and promoting greyhound racing in Victoria; a sport that annually generates more than \$500 million in economic activity, over \$3 billion in wagering, and directly involves over 15,000 people including through 4,300 direct and indirect jobs across the state.

Our vision is “Victorian greyhound racing is a vibrant, entertaining and thriving sport with animal welfare at its heart”. The integrity of the sport and the welfare of greyhounds are both significant components of the strategic objectives of GRV.

## PRIMARY PURPOSE OF ROLE (RESPONSIBILITY)

The Greyhound Adoption Program (GAP) is a key component of GRV’s animal welfare strategies, providing retired greyhounds the opportunity to become a valued family pet. GAP provides quality kennel care for greyhounds during their time in the program. The kennel facilities include the primary GRV GAP Seymour site with capacity for 120 dogs and the GAP Tullamarine site with capacity for 80 dogs.

The primary purpose of this role is the day to day care of all greyhounds housed on site, maintaining the kennel facilities to a standard of excellence and ensuring that all greyhound records are kept up to date. Kennel Attendants also take care of other animals on site including helper dogs. The role also involves the transportation of greyhounds entering and leaving the GAP facility. Kennel Attendants assist the onsite GAP veterinary clinic as required.

## FREEDOM TO ACT / DECISION MAKING (ACCOUNTABILITY)

No direct budget accountability.

This role works according to the policies and procedures applicable to GRV employees.

GAP work policies, procedures and guidelines operate under the *Victorian Code of Practice for the Management of Dogs and Cats in Shelters and Pounds*.

## KEY WORKING RELATIONSHIPS

EXTERNAL	INTERNAL
General public and adopting families	Re-homing Manager and GAP Operations Manager and Operations Coordinator
GAP volunteers and foster carers	GAP Adoption Manager, Veterinary Services Manager and their teams
	Volunteer and Foster Care Coordinator
	GAP contracted Veterinarian and locum staff

KEY RESULT AREA	ACCOUNTABILITY / ACTIVITY	KEY PERFORMANCE INDICATOR
<b>Kennels</b>	<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 and immediately reporting any that may be unwell</li> <li>○ maintaining adequate water supplies for the dogs at all times</li> <li>○ daily cleaning including. hosing out kennels, replacing soiled bedding, cleaning, feeding and water utensils</li> <li>○ exercising the greyhounds</li> </ul> </li> <li>• Ensure that all required records are updated, completed and compliant.</li> </ul>	<ul style="list-style-type: none"> <li>• Kennels are clean and well maintained to meet the welfare needs of each dog</li> <li>• Records and paperwork are completed and up to date</li> <li>• Daily checks conducted by GAP managers.</li> </ul>
<b>Vet Clinic</b>	<ul style="list-style-type: none"> <li>• Assist with activities for the Seymour on site vet clinic as required including:               <ul style="list-style-type: none"> <li>○ Ensuring kennel board notes are up to date pre and post clinic procedures</li> <li>○ Moving dogs between the kennel blocks and the clinic</li> <li>○ Cleaning the vet kennel cages and surrounding areas</li> <li>○ Medicating, feeding, watering and toileting dogs in the clinic.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Kennels are clean and well maintained to meet the welfare needs of each dog</li> <li>• Records and paperwork are completed and up to date</li> <li>• Daily checks conducted by GAP managers.</li> </ul>
<b>Property maintenance</b>	<ul style="list-style-type: none"> <li>• Maintain the property to a high level of presentation, including general gardening and maintenance activities</li> <li>• Undertake routine maintenance to keep property tools and equipment in working order such as lawn mowers, whipper snippers, gardening tools, pumps etc</li> <li>• Promptly report any issues with equipment to management.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance activities completed as scheduled</li> <li>• The property is visually well presented.</li> </ul>
<b>Transport</b>	<ul style="list-style-type: none"> <li>• As required, collect and drop-off of greyhounds at designated points</li> <li>• Ensure greyhounds are transported securely and safely so they arrive at their destination in good health and condition</li> <li>• Complete records and paperwork for incoming and outgoing greyhounds on the day of transport</li> <li>• Transport greyhounds to and from veterinary treatment as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Greyhounds arrive safely at destination in good health and condition and on time</li> <li>• Timely and accurate record keeping and paperwork.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Regularly attend and actively contribute to team meetings</li> <li>• Actively contribute to the ongoing initiatives across GAP</li> <li>• Undertake any other reasonable tasks as directed by the GAP Operations Coordinator and/or Rehoming Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Continuous improvement outcomes</li> <li>• Internal and external customer feedback.</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Ensure knowledge of relevant policies, procedures, guidelines and work methods is actively maintained</li> <li>• Complete all mandatory and scheduled training as requested.</li> </ul>	<ul style="list-style-type: none"> <li>• GRV policy, procedures and guidelines compliance</li> <li>• Mandated and scheduled training up to date.</li> </ul>
<b>Safety and Wellbeing</b>	<p>As an employee:</p> <ul style="list-style-type: none"> <li>• Take care of your own health, safety and wellbeing and that of any other person who may be affected by your actions or omissions in the workplace</li> <li>• Understand responsibilities and accountabilities of yourself and others in accordance with OH&amp;S legislation and GRV policies</li> <li>• Promote an open and active safety management and wellbeing culture</li> <li>• Maintain a safe working environment within your area of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>• Role model safe work practices at all times</li> <li>• Actively support and promote safety and wellbeing</li> <li>• Incidents, accidents and hazards reported as soon as possible.</li> </ul>

<b>PERSON SPECIFICATION</b>
<b>Education, Qualifications / Experience</b>
<ul style="list-style-type: none"> <li>• Post-secondary studies in animal care and welfare or equivalent relevant experience, desirable</li> <li>• Certificate III in Dog behaviour and training, desirable</li> <li>• Victorian driver's licence</li> <li>• Capability to tow a tandem dog trailer (7m in length), desirable</li> </ul>
<b>Skills, Knowledge and Attributes</b>
<p><b>Personal Attributes:</b></p> <ul style="list-style-type: none"> <li>• Ability to effectively work both as part of a small team and alone as required</li> <li>• Attention to detail</li> <li>• Willing to continue to learn and take direction.</li> </ul>
<p><b>Knowledge and Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience in handling larger breed dogs in a safe and humane manner</li> <li>• Practical experience in an animal shelter or kennel, highly desirable</li> <li>• Sound understanding of workplace safety obligations and responsibilities.</li> </ul>
<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Effective organisational, time management and prioritisation skills</li> <li>• Demonstrated effective interpersonal and customer service skills required</li> <li>• Demonstrated skills in working effectively with colleagues at all levels, and with a wide variety of people</li> <li>• General maintenance and gardening skills</li> <li>• Sound MS Office skills – email, Word, Excel.</li> </ul>
<b>Inclusion, Diversity &amp; Belonging Statement</b>
<p>Greyhound Racing Victoria is committed to building a workplace that not only respects but embraces difference and sees diversity as an essential part of our success. GRV is an organisation that is driven by values and strives for a culture of inclusion where all people feel respected, valued, listened to, inspired and that they belong.</p>

Position description accepted by:

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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