

Reports to	CEO	Department	ACC
Location	Spreyton ACC	Salary	

Role Purpose
The Animal Care Co-ordinator will be responsible for overseeing the care of animals in the RSPCA Tasmania ACC facility.
Key Responsibilities
<ul style="list-style-type: none"> • Develop, plan and schedule care and feeding programs for animals • Ensure daily animal health checks on all animals. These can be completed by zoom or facetime on the phone, or face to face. • Allocate and assign space for animals coming into our care • In co-operation with other team members, organise transport of animals between centres as required. • Ensure routine behaviour assessments are undertaken for all animals coming into care and prior to rehoming. • Co-operate with consulting vets in respect of the examination and treatment of animals including ensuring that treatments and medications are administered in the prescribed quantity at the specified intervals. • In co-operation with the Business Manager, develop rosters and oversee staff members and volunteers on site • Ensure timely and efficient responses to inquiries referred from the state contact centre and members of the public • Work closely with other team members to ensure consistent implementation of, and compliance with, relevant policies and guidelines • Other duties as required.
Qualifications
<ul style="list-style-type: none"> • Previous experience in shelter, animal boarding, or vet surgery environments
Other Requirements
<ul style="list-style-type: none"> • Current driver’s licence • We may require police and working with vulnerable people checks before commencement of work
Key Stakeholders
<p>Internal - CEO, Executive Team, other RSPCA facilities, other team members</p> <p>External – Vets, other stakeholders eg DHoT</p>

RSPCA Tasmania

RSPCA Tasmania Vision:

- A Tasmania where all animals are treated with respect and kindness.

RSPCA Tasmania Mission Statement:

- Helping Animals | Enlightening People | Changing Lives

The objectives of the RSPCA in Australia are:

- To prevent cruelty to animals by ensuring the enforcement of existing laws at federal and state level.
- To procure the passage of such amending or new legislation as is necessary for the protection of animals
- To develop and promote policies for the humane treatment of animals to reflect contemporary values and scientific knowledge.
- To educate the community with regard to the humane treatment of animals.
- To engage with relevant stakeholders to improve animal welfare.
- To sustain an intelligent public opinion regarding animal welfare.
- To operate facilities for the care and protection of animals.

These objectives are supported by a federation of RSPCA Member Societies across Australia, and a National Council.

Workplace Health and Safety:

- We believe that our organisation should be a comfortable and safe environment that encourages team members to work to their full potential
- We are committed to high standards of performance in respect to Workplace Health and Safety.

All employees are expected to participate in maintaining safe working conditions and practices. This includes reporting all hazards, conducting regular workplace inspections, and adhering to WH&S policies and procedures.

Expectations

It is expected that all RSPCA Tasmania employees will:

- Contribute to a positive workplace culture by embracing and aligning conduct with RSPCA Tasmania’s Values and Behavioural statements.
 - Compassion – we are empathetic, caring and considerate.
 - Courage – we are brave and determined to stand by our principles.
 - Integrity – we are ethical, honest and transparent with ourselves, our supporters and the community.
 - Leadership – we are the driving force to motivate and inspire positive change in animal welfare.
 - Achievement – we are focussed on our objectives and continuously strive towards our goals.
 - Collaboration – we work as a team and foster partnerships to maximise outcomes.
 - Innovation – we are creative and daring in our thinking – we seek new ideas and new ways.
- Understand and work in accordance with RSPCA Tasmania’s Policies and Procedures.
- Have a sincere commitment to animal welfare.

Office Use

Last updated: 02/06/22

Approved by: CEO