Position Title: Senior Veterinarian  
Position Number: N007  
Section: Veterinary Clinic  
Award: Animal Care and Veterinary Services Award 2010  
Award Level/Salary Range: Contract

Approval  
Approval Date: 19 July 2016  
Signature of CEO: Signed copy on file  
Date of Effect: 19 July 2016

POSITION OBJECTIVES

- To supervise and manage veterinarians and the senior nurse in the veterinary clinic.
- To assist with professional development and mentoring of the veterinary clinic team.
- To provide high quality care for all animals presented to RSPCA ACT by ensuring the provision of quality service and education to promote responsible animal guardianship.
- To promote team cohesion.

DUTIES AND RESPONSIBILITIES

- Enhance the reputation of the RSPCA ACT Veterinary Clinic as a leading provider of veterinary services to both the general public and shelter animals by monitoring the quality of veterinary care delivered by the veterinary clinic team.
- Assist with the professional development and mentoring of the veterinary clinic team.
- Inspect and monitor the health and well-being of all animals within the shelter to ensure appropriate care and timely treatment is given.
- Provide veterinary services for:
  - all animals brought in by the inspectorate
  - all animals in the shelter
  - animals in the care of the ACT Government Domestic Animals Services section
  - the general public
  - ACT Wildlife.
- Oversee the participation of the veterinarians in inspectorate cases in co-operation with the Senior Inspector by preparing reports and appearing in court as required.
- Liaise with and direct the senior veterinary nurse regarding surgical and medical cases.
- Co-ordinate rosters for veterinarians to ensure six day a week coverage and an on-call veterinarian for Sundays and public holidays.
- Manage the veterinarians’ and senior nurse’s performance appraisals, discipline and other HR related matters as per RSPCA ACT guidelines.
- Ensure all HR paperwork is submitted in a timely manner.
- Maintain appropriate manual and computerised records.
- Co-ordinate in-clinic rounds on a daily basis with the veterinary clinic team.
- Establish protocols in line with RSPCA ACT policies for surgical procedures, vaccination and worming and ensure that all veterinary staff adhere to these protocols.
• Ensure that the veterinary staff are performing in accordance with any relevant licensing, regulatory and mandatory codes of practices.
• Help to educate the public to understand their responsibilities as pet owners.
• Assist with other activities of RSPCA ACT such as fundraising and public relations.
• Any other duties as directed by N003 Director of Animal Welfare (“the DAW”) or N001 Chief Executive Officer (“the CEO”).

ORGANISATIONAL RELATIONSHIP
• The occupant of the position reports directly to the DAW.
• The occupant is a member of the shelter management team (SMT)

FINANCIAL DELEGATIONS AND AUTHORITIES
• Nil

QUALIFICATIONS & PERSONAL ATTRIBUTES

Qualifications & Experience

Essential
• A degree in veterinary science.
• Registration with the Veterinary Surgeons Board of the ACT.
• An ACT Radiation Licence
• A minimum of seven years’ experience in small animal and/or mixed practice with a minimum of two years’ experience in a senior or management position.
• Highly developed diagnostic and surgical ability
• Ability to manage the overall responsibility of the day-to-day operations of a veterinary practice.
• Experience in supervising, training and developing other clinical staff
• An interest and/or experience in animal welfare and an understanding of disease control in a shelter environment.
• Sound understanding or ability to acquire understanding of and commitment to EEO and OHS principles and practices.

Desirable
• MANZCVS qualification in small animal medicine, feline medicine, veterinary behaviour or animal welfare or equivalent post-graduate study or higher.
• Experience in an animal shelter environment.
• Commitment to evidence based medicine, continuing education and a high standard of care.

Knowledge, Skills & Abilities
• Ability to carry out the duties of a senior veterinarian.
• Outstanding skills in small animal practice.
• Sound knowledge of animal husbandry.
• Demonstrated knowledge and understanding of the policies and values of the RSPCA Australia and RSPCA ACT.
• Capacity to convey knowledge, skill and experience to less experienced veterinary staff.
• Excellent interpersonal skills, including the ability to interact with a diversity of individuals from both within and outside RSPCA.
• Exceptional communication and empathy skills.
• High degree of motivation and demonstrated ability to work well as part of a team, but also to work independently, with minimum supervision when required
• Ability to work in a fast-paced environment, under pressure, prioritise multiple tasks and meet tight deadlines.
• Ability to establish and maintain confidentiality in dealing with issues of a sensitive nature.
• The resilience to bounce back from occasional setbacks

CONDITIONS OF EMPLOYMENT
• Detailed conditions of employment are set out in the occupant’s letter of engagement and contract of employment.
• Approval for overtime must be given by the CEO or the DAW prior to being worked.
• You may be required to work a roster that includes one weekend day as one of your five days worked each week. You may also be required to work on public holidays from time to time.
• You may be required to be on call from time to time.
• Travel within Australia may be required from time to time.

WORKING ENVIRONMENT AND RSPCA ACT EXPECTATIONS
• There is a possibility of exposure to
  ▪ infectious organisms
  ▪ animal waste
  ▪ allergens
  ▪ chemical materials requiring Work Health Safety Data Sheets
  ▪ hostile persons
  ▪ vicious animals.
• You need to be willing to work weekends and public holidays.
• You will be expected to maintain a neat and well groomed personal appearance.
• You will be required to attend staff training sessions and staff meetings and on occasion you may be required to conduct the sessions.
• You must demonstrate a commitment to maintaining a safe and healthy site environment for staff, clients and visitors.
• You will be expected to implement and promote the policies and positions of RSPCA.
• You need to demonstrate cooperative work practices and make a contribution to a positive culture.
• You will need to be physically able to clean and lift up to 20 kgs.

SELECTION CRITERIA
1. Discuss your surgical and medical experience.
2. Discuss your experience in providing services to low-socio-economic demographic population.

3. Outline your personal attributes as they pertain to this position.

4. Discuss your experience in training and coaching others.

5. Please write a statement explaining why you want to work at RSPCA rather than another practice.

**DOCUMENT CONTROL**

Version Number: 3.0  
Future Review Date: March 2016

**History**

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<td>19 July 2016</td>
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