

Position Title: Veterinarian
Position Number: A009, A010, A034
Section: Veterinary Clinic
Award: Animal Care and Veterinary Services Award 2010
Award Level/Salary Range: Veterinarian Level 2 - Veterinarian Level 4

Approval

Signature of CEO:	<i>Signed copy on file</i>
Approval Date:	15 January 2016
Date of Effect:	15 January 2016

POSITION OBJECTIVES

- To provide care for animals in the shelter hospital.
- To provide care for animals with welfare needs.
- To provide care for animals treated in the public vet clinic.

DUTIES AND RESPONSIBILITIES

- Inspect and monitor the health and well-being of animals within the shelter and provide veterinary care when required.
- Conduct a desexing clinic for all shelter animals and ensure veterinary procedures are performed as necessary.
- Conduct a desexing clinic for animals in the care of the ACT Government Domestic Animal Services section.
- Conduct veterinary services including desexing and vaccinations for the public.
- Maintain appropriate manual and computerised records.
- 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.
- Prepare reports on cruelty cases and appear in court as required.
- Any other duties as directed by A038 Senior Veterinarian (“the senior vet”) or N003 Director of Animal Welfare (“the DAW”).

ORGANISATIONAL RELATIONSHIP

- The occupant of the position reports directly to the DAW.
- The occupant of the position works closely with and is supervised by the senior vet.

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.

- A minimum of two years' experience in small animal and/or mixed practice.

Desirable

- Experience with not-for-profit organisations.
- An interest and/or experience in treating wildlife.
- Sound understanding or ability to acquire understanding of and commitment to EEO and OHS principles and practices.

Knowledge, Skills & Abilities

- Ability to carry out the duties of a veterinarian.
- Demonstrated knowledge and understanding of the policies 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 writing skills, attention to detail and a high level of accuracy.
- 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 under pressure, prioritise multiple tasks and meet tight deadlines.
- Ability to establish and maintain confidentiality in dealing with issues of a sensitive nature.

Personal Attributes

- A genuine interest in animal welfare.
- Highly developed organisation skills.
- Honest and reliable and willing to take direction.

CONDITIONS OF EMPLOYMENT

- Detailed conditions of employment are set out in the occupant's letter of engagement, the award and any other document referred to in relevant industrial relations laws.
- Approval for overtime must be given by the senior vet or N002 Director of Support Services (the "DOSS") 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 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 experience in small animal and/or mixed practice in detail.
2. Outline your personal attributes as they pertain to this position.
3. Outline your experience in the use of computer software including office applications, databases and veterinary practice management applications.
4. Outline your experience in handling and treating wildlife.
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: January 2017

History

Date	Title	Notes
1 October 2010	Veterinarian	
1 August 2014	Veterinarian	Changes to incorporate new position titles and days of work.
15 January 2016	Veterinarian	Amend the selection criteria. Amend Chief Vet to say Senior Vet.