

JOB TITLE Coordinator Animal Management	CLASSIFICATION Band 7	REPORTS TO Manager Liveability and Compliance
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WHAT WE TRUST YOU TO DELIVER



- Lead and develop a team of dedicated staff, committed to achieving outcomes and delivering a high level, efficient and effective Animal Management service for our City
- Coordinate the development, implementation and evaluation of Council's Animal Management Services in line with Council and legislative requirements
- Coordinate and maintain Council's Pound contract including ensuring the Pound is maintained in line with the legislative requirements of relevant Acts and Codes of Practice.
- Develop and review effective and efficient service coordination, staff management, policy development, financial planning and monitoring metrics
- Design and implement systems, collect and interpret data related to ensure detailed accountability requirements can be achieved and planning strategies can be supported
- Collaborate and contribute to the development, coordination and evaluation of community education initiatives and other projects as identified.

WHAT YOU'LL NEED TO THRIVE



- Extensive specialist experience in Animal control, local laws or related enforcement activity
- Demonstrated ability in the management of a major service contract that has been outsourced
- Well-developed strategies for fostering a cohesive and high performing team
- Substantial experience in budget control, finance management, contract administration and tendering
- Detailed knowledge and understanding of the relevant Acts, Regulations, Local Laws, Government and Council Policies
- Detailed knowledge and experience with animal management software, personal data entry devices and their application
- Proven ability to prosecute matters in the Magistrate Court
- Experience in the development of relevant policy applicable to the service
- Effective negotiation skills with proven experience in advocating on behalf of Council.
- Qualification in financial management, administration, Animal management or human resource management or a similar and a Current valid Victorian Drivers Licence

WHAT WE'LL DO TO SUPPORT YOU



- Provide a safe and welcoming environment where you will be encouraged to innovate and embed new ways of working.
- Deliver opportunity for genuine engagement and collaboration across all levels of the business.
- Commit to your long term growth and career development.
- Provide access to our Executive Team to share ideas and make a positive difference across the organisation.

WHERE YOU FIT IN AND THE DIFFERENCE YOU CAN MAKE



VISION Council will be an inclusive, healthy, creative, sustainable and smart community
VALUES Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

OUR CAPABILITY FRAMEWORK OUTLINES THE BUILDING BLOCKS WE USE TO DEVELOP OUR ORGANISATION AND PEOPLE



CAPABILITY	Technology Savvy	Systems Thinking	Inspiring People	Customer Centric
LEVEL	3	4	4	4
CAPABILITY	Developing self & others	Building Relationships	Communicating & Presenting	Delivering results
LEVEL	5	4	4	5