



**ANIMAL WELFARE LEAGUE OF
SOUTH AUSTRALIA INC**

JOB & PERSON SPECIFICATION

Head Veterinarian

Job Specification

POSITION: Head Veterinarian

REPORTS TO: General Manager, Animal Operations (Operational)
Chief Executive Officer (Clinical)

STATUS: Permanent – Full-time

Job Purpose

The Head Veterinarian will lead the veterinary surgeons and manage the clinical veterinary functions at AWL by ensuring the provision of quality veterinary services, animal care and education across all AWL sites.

Key responsibilities / accountabilities

Veterinary Services Management Duties

- Manage and mentor the veterinary surgeons.
- Manage and increase the effectiveness and efficiency of Veterinary Services through reviewing, establishing, implementing and improving systems, controls, processes and policies in line with best practice.
- Ensure AWL compliance as a Veterinary Services Provider and other obligations of the Veterinary Practices Act 2003, Controlled Substances Act 1984 and any other applicable primary and subordinate legislation.
- Identify the immediate and long term needs of animals in care and work with the Veterinary Services team, Behaviour team and Animal Care team to execute plans to ensure the animals needs are met.
- Support and contribute to ongoing strategies to maximise rehabilitation and rehoming outcomes for animals in care.
- Build and actively maintain the profile of AWL through the education and provision of veterinary services.
- Develop the annual business plan in conjunction with the General Manager, Animal Operations for the Veterinary Services department in line with AWL's beliefs, strategic direction and operational requirements.
- Model appropriate leadership behaviour and support compliance with all internal policies, procedures and practices.
- In conjunction with the Veterinary Services Operations Manager, be accountable for the financial management of Veterinary Services operations in line with budget targets.
- Ensure the provision of high-level customer service by determining the needs of AWL's clients and implementing services to assist client needs.
- Develop and implement a new graduate program.

- Implement processes to ensure employees and volunteers are able to meet service delivery requirements and manage initiatives that advance animal welfare and reflect the strategic direction of AWL.
- In conjunction with the Veterinary Services Operations Manager continuously monitor and modify allocation of resources to achieve Veterinary Services targets.
- In conjunction with the Veterinary Services Operations Manager, manage the veterinary surgeons rostering requirements, leave requests and timesheets to ensure veterinary staffing meets operational requirements.
- Coordinate and supervise work placement of veterinary surgeons and students to assure quality of work when completed.
- Lead and participate in special projects or programs as required.
- Maintain accurate professional knowledge to ensure legal obligations and statutory requirements are met.
- Ensure sufficient resources for animal treatment and rehabilitation in line with 'capacity to care' model.
- Lead enhanced veterinary guidance for animal services with review of achievement against ASV guidelines.
- Ensure all employees and volunteers are trained in and promote animal care and welfare standards.
- Ensure our facilities are informed by standards of care.
- Support the veterinary profession with collaborative training, education and cooperation.

General Veterinary Duties

- Competently and confidently provide clinical examination, diagnosis, surgery, advice, treatment and post-operative care to animals at AWL.
- Ensure all surgery and clinical records are accurately maintained.
- Undertake health checks and routine checks of shelter animals as required.
- Demonstrated skills in treating more complex cases.

Drugs and Medication

- Ensure correct applications of medications.
- Appropriately identify and administer drugs and medications as required.
- Provide advice on drugs and medications.
- Observe safety procedures and ensure legislative requirements are met in relation to the administration, storage and application of drugs and medications including S8 medications.

Other

- Any other duties as required from time to time

Reporting Relationships

Reports to the:

- General Manager, Animal Operations (Operational)
- CEO (Clinical)

Direct reports: 3

Indirect reports: 5

Work Health and Safety

All workers have a legal obligation to take steps to protect themselves from risks to health and safety and to make sure they do not cause a risk to others through any action or omission.

In particular, the incumbent must:

- Comply with statutory and organisation requirements, procedures and rules introduced to protect the health and safety of people at the workplace including the public.
- Use equipment provided to protect health and safety.
- Follow reasonable instructions given on health and safety.
- Ensure they are not affected by alcohol or another drug so as to endanger themselves or others.
- Report accidents, injuries, property damage and health and safety incidents.
- Participate in activities associated with the management of workplace health and safety.

As a manager or supervisor of people, the incumbent must:

- Ensure AWL's WHS program for their area of responsibility is maintained, monitored for its effectiveness and regularly reviewed for its adequacy.
- Ensure AWL's WHS program for their area of responsibility provides for the systematic identification of hazards and their risk assessment and control.
- Ensure proper induction and training of employees occurs, so they make work safely.
- Ensure accidents and incidents are adequately investigated and reported.
- Consult relevant employees when planning changes to the workplace, practices, procedures, plant, equipment and substances where these changes may affect the workplace health and safety of employees.
- Assist in the rehabilitation of injured employees.
- Ensure WHS is a regular agenda item in employee meetings.

PERSON SPECIFICATION

Education, Experience and Skills

- Bachelor degree in Veterinary Science registerable with the Veterinary Surgeons Board of South Australia.
- Demonstrated shelter/animal welfare experience.
- Minimum 3 years demonstrated experience in leading and managing a team.
- Knowledge of the Animal Welfare Act.
- Knowledge of the Dog and Cat Management Act.

Special Requirements

- Additional hours and/or weekend work may be required to meet business needs.
- Willingness to work at any AWL site or location.
- Satisfactory National Police Clearance Certificate at commencement of employment and periodically at the request of AWL.
- Applicants must be functionally assessed to ensure physical ability to complete the physical demands of the position.

Performance Standards

The performance of the incumbent will be measured by the extent to which the position responsibilities are achieved, specifically:

- Ability to set priorities, plan workload and meet deadlines.
- The degree of professionalism and flexibility displayed.
- Reliability, quality, efficiency and courteousness of services delivered.
- Effective teamwork and contribution to the achievement of team goals.

I have read the requirements and responsibilities outlined in this position description and AWL's Code of Conduct and will adhere to these conditions.

I agree to have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

Name: _____

Signed: _____

Date: _____