



ANIMAL WELFARE LEAGUE OF
SOUTH AUSTRALIA INC

JOB & PERSON SPECIFICATION

Veterinarian

JOB SPECIFICATION

POSITION: Veterinarian

REPORTS TO: Animal Care Manager

STATUS:

Job Purpose

The Veterinarian is responsible for the provision of veterinary services at the Animal Welfare League South Australia (AWL).

The Veterinarian will work closely with the Animal Care team and Animal Care Manager to ensure that AWL remains at the forefront of providing innovative and quality services to the animals in our care.

Key responsibilities / accountabilities

Veterinarian Duties

- Competently and confidently provide examination, diagnosis, advice, treatment and post-operative care to animals at the AWL
- Demonstrate skills in using equipment and / or interpreting results to treat more complex cases
- Ensure all surgery and vaccination records are accurately maintained
- Provide advice on improvements and changes to veterinary practice
- Undertake health checks and routine checks of shelter and boarding animals as required

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 in relation to the administration, storage and application of drugs and medications

General Duties

- Ensure the clinic and all related practices, policies and procedures are maintained to the appropriate industry or legislative standards
- Follow AWL policies and procedures

- Provide effective leadership to other clinic staff
- Provide training and advice to managers and committees as required
- Communicate effectively with relevant staff, clients and stakeholders
- Provide relevant reports and information as requested

Reporting Relationships

Reports to the Animal Care Manager.

Work Health and Safety

All staff and volunteers 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 Animal Welfare League's WHS program for their area of responsibility is maintained, monitored for its effectiveness and regularly reviewed for its adequacy
- Ensure Animal Welfare League'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 staff occurs, so they make work safely
- Ensure accidents and incidents are adequately investigated and reported
- Consult relevant staff when planning changes to the workplace, practices, procedures, plant, equipment and substances where these changes may affect the workplace health and safety of staff
- Assist in the rehabilitation of injured staff
- Ensure WHS is a regular agenda item in staff meetings

PERSON SPECIFICATION

Education, experience and skills

- Formal veterinary qualification
- Current registration with the Veterinary Surgeons Board of South Australia
- Demonstrated commitment and understanding of issues relating to animal welfare
- Experience working in a shelter or pound environment is desirable
- Demonstrate business acumen
- Demonstrated ability to manage a small team
- Ability to work effectively as a member of a team
- Empathy
- Rational objectivity
- Thorough, methodical approach
- Outstanding communication skills

Special Requirements

- Additional hours may be required to meet business needs
- Satisfactory National Police Clearance Certificate at commencement of employment and periodically at the request of the AWL

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: _____