

## JOB DESCRIPTION

### Casual Animal Care Technician

<b>Level:</b>	Casual
<b>Position Number:</b>	40000969
<b>Location:</b>	Northam
<b>FTE:</b>	NA
<b>Division:</b>	Training Profile Operations
<b>Branch:</b>	Business Community & Leadership
<b>Agreement:</b>	Public Sector CSA Agreement 2024 (and subsequent agreement/s)
<b>Award:</b>	Government Officers' Salaries Allowances and Conditions Award 1989

## ABOUT THIS POSITION

The Casual Animal Care Technician supports the Animal Care education team and the Business, Community and Leadership branch while assisting in maintaining a safe workplace. The role ensures that all tools, equipment, training aids, and animal care surgery and reception areas are properly maintained and kept in a serviceable condition. The technician is also responsible for purchasing equipment, liaising with contractors, and carrying out general maintenance.

## POSITION'S RELATIONSHIPS

### THIS POSITION REPORTS TO:

Portfolio Manager Business Community & Leadership	Northam	Level 7
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### OTHER POSITIONS REPORTING TO ABOVE POSITION:

Principal Lecturer	Northam	Level Lgapl
Head of Programs	Northam	Level HOP
Lecturers	Various	Level 1 – 9
Portfolio Coordinator Training Operations	Northam	Level 5
Commercial Projects Officer	Northam	Level 3
Portfolio Assistant	Northam	Level 2

### OFFICERS UNDER DIRECT RESPONSIBILITY:

Nil

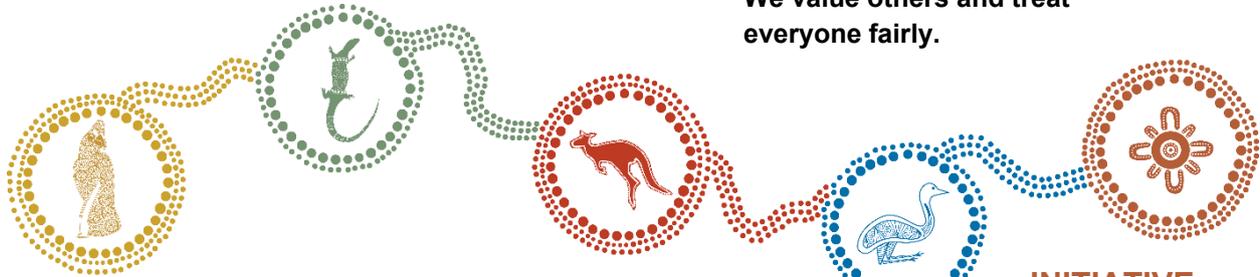
## OUR VALUES

### INTEGRITY

We act with honesty and accountability.

### RESPECT

We value others and treat everyone fairly.



### COLLABORATION

We work together to achieve shared goals.

### INNOVATION

We embrace change and find better ways to work.

### INITIATIVE

We take action and create positive change.

## KEY ROLE INFORMATION

### KEY RESPONSIBILITIES OF THE POSITION:

- Provide support to the Animal Care department.
- Maintain a safe workplace, ensuring equipment and tools are kept in a serviceable condition in line with safety standards.
- Assist in the preparation of training aids and materials as required.
- Purchase equipment and resources for delivery as directed.
- Carry out general maintenance to plant and equipment.
- Work in conjunction with the Animal Care team to aid in asset management and maintenance.
- Guide contractor's onsite.
- Seek and provide technical advice and quotations for work requirements.
- Undertake minor projects related to the support of training improvements.
- General labour and maintenance activities
- Pack-up and set down of animal care facility during live works activities
- Care for live animals onsite, including limited hours on weekends and leave breaks
- Managing cash/eftpos handling live works accounts.
- Other duties as required.

## SELECTION CRITERIA

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The selection process includes assessing applications against the responsibilities, and the role specific requirements of the position, within the context Personal Leadership and the ability to demonstrate and apply the expected leadership behaviours.

### ESSENTIAL:

- Demonstrated industrial experience or background in the animal care area, with a broad range of manual skills.
- Proven ability to read and understand written instructions and apply safety principles, particularly in relation to the use of machinery.
- Sound verbal and written communication skills, with the ability to build and maintain positive relationships with internal and external stakeholders.
- Sound organisational skills, with proven ability to work both independently with minimal supervision and as part of a broader team in a flexible working environment.

### DESIRABLE:

- Certificate III in Animal Care.

## OTHER REQUIREMENTS

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- May be required to work from any College campus.
- Possession of a C or C-A Class Driver's Licence.
- Possession of a current Working with Children Check.
- A successful criminal record screening clearance (Nationally Coordinated Criminal History Check – Department of Education).

## CERTIFICATION

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The details contained in the document are an accurate statement of the position's responsibilities and requirements.



Ema Fifita  
A/Managing Director

9 March 2026

## LEADERSHIP CONTEXT

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

### THE LEADERSHIP CONTEXT FOR THIS ROLE IS: PERSONAL LEADERSHIP

Leadership Expectations provide a clear understanding of expected leadership behaviours for all public sector employees in different contexts. The expected behaviours (see below) should be demonstrated in the context of Executive Leader for this position.

<b>Lead collectively</b>	You acknowledge the relationship between your work and the value it contributes to your team. You understand the College's objectives and can express how your work relates and contributes to achieving operational excellence.
<b>Think through complexity</b>	You think through complexity by following set procedures and applying your knowledge, skills and experience to identify problems as they arise. You use information and analysis to initiate problem resolution and seek guidance as necessary.
<b>Dynamically sense the environment</b>	You engage in your work environment with a positive and open mind, acknowledging that your approach may not be the only effective approach. You seek to understand issues and problems before reacting and discuss them thoughtfully with your team.
<b>Deliver on high leverage areas</b>	You identify the tasks and priorities of your work that are in line with the priorities of your team. You reschedule and reprioritise your work on a daily basis with guidance if necessary to reflect changes in your team environment.
<b>Build capability</b>	You actively contribute to the development of your team's capability, ensuring you support your team members.
<b>Embody the spirit of public service</b>	You promote and show respect for the College in completing your tasks and recognise that your interactions and service delivery have a direct impact on the reputation of the College.
<b>Lead adaptively</b>	You are continually learning and adjusting your approach to be effective in the changing work environment.

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters, and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.