

# Job Description Form

## 1. Position Details

<b>Position Title</b> Technical Officer - Veterinary Nurse			<b>Position Number</b> ZPA3122461
<b>Level/Grade</b> L2	<b>Specified Calling Level</b>	<b>Agreement</b> GOSAC Award 1989 & General Agreement	<b>Effective Date</b> 19 November 2020
<b>Division</b> Zoological Parks Authority		<b>Branch</b> Life Sciences	
<b>Section</b> Veterinary Department		<b>Location</b> Perth Zoo, South Perth	

Registered JDF  
Establishment and Recruitment Officer  
19 November 2020

## 2. Reporting Relationships

<b>Position Title</b> Veterinary Nursing Supervisor <b>Level/Grade</b> GOSAC Level 5		⇐	<b>Other offices reporting directly to this office</b>	
Responsible to <b>This position</b>			<b>Position title</b> Senior Technical Officer Veterinary Nurse <b>Level/Grade</b> GOSAC L4	
Officers under <i>direct</i> responsibility				
<b>Position Title</b> NIL	<b>Level/Grade</b> N/A		<b>Approx. no. FTEs supervised</b> N/A	

## 3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

Under general supervision, this position provides nursing care, health monitoring and husbandry for a range of taxa within the Perth Zoo Veterinary Department.

This position works under the general direction of senior veterinary staff as an effective member of the veterinary team providing high quality nursing care and husbandry to animal patients. Proficiency and competencies are measured against the Zoo's Standard Operating Procedures.

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## 4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

### Animal Husbandry

1. Undertakes the daily husbandry of animals, providing general care and monitoring. Reports any health and husbandry issues to the senior nurses or duty veterinarian as required.
2. Identifies, discusses and implements changes to animal's routines in consultation with senior veterinary nurses and veterinarians.
3. Recognises differences between normal and abnormal species-specific behaviours and reports subtle behavioural changes in sick and injured animals.
4. Provides appropriate nutrition and diet presentation as per Official Perth Zoo Diet sheets and monitors food intake, reporting on any concerns.
5. Contributes to the development of alternative diets, diet transitions, husbandry routines and Standard Operating Procedures.
6. Implements and maintains quarantine procedures for a variety of species.
7. Develops and provides approved behavioural enrichment in consultation with senior staff.
8. Undertakes operant conditioning according to established zoo policies and procedures, when required.
9. Prepares hospital enclosures appropriate to the species and medical needs of animal patients, in line with Standard Operating Procedures.

### Clinical Veterinary Nursing

10. Confidently captures, restrains and handles a range of animal taxa in a safe and ethical way to facilitate examination and administration of treatment.
11. Administers medication and monitors the condition of animals, under supervision or direction of senior veterinary nurses and veterinarians.
12. Performs a range of veterinary nursing tasks on a range of species specific to a zoo environment. These include but are not limited to:
  - a. Preparation of equipment and animals for a range of veterinary procedures;
  - b. Maintenance of a clean and hygienic hospital environment;
  - c. Medical, surgical and husbandry nursing of hospitalised animals;
  - d. Management and monitoring of anaesthesia;
  - e. Veterinary response to animal emergencies;
  - f. Diagnostic testing and sample submission according to laboratory SOPs.
13. Reports accurate and concise animal health care and husbandry information using established record-keeping procedures including nursing notes and ZIMS entries.

### Occupational Health and Safety

14. Works consistently in accordance with Perth Zoo safety procedures to ensure animal security, personal safety, and protection of co-workers, volunteers, students and zoo visitors.
15. Demonstrates a clear understanding of occupational health and safety procedures when working with dangerous animals, dangerous veterinary drugs and firearms.
16. Monitors animal patients for zoonotic diseases, and reports any concerns.

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17. Maintains personal vaccination and testing status in accordance with Staff Zoonosis Prevention SOP.
18. Actively monitors workplace for hazards; reports hazards, near misses, unsafe work procedures, injuries and accidents in accordance with Perth Zoo policies and procedures.

#### **Stakeholder relationships**

19. Builds and maintains good working relationships with relevant zoo conservation partners and other industry professionals.
20. Promotes excellent working relationships with all zoo staff.
21. Supports public relations and educational activities through delivery of formal presentations at workshops and conferences, media presentations and behind the scenes tours as required.

#### **Education, Training and Research**

22. Maintains and continuously develops veterinary nursing skills to ensure industry best-practice nursing care. Displays initiative with contributions to improving procedures and practices.
23. Delivers training in zoo and wildlife nursing to undergraduate veterinary students, including lectures and practical demonstrations.
24. Assists in training staff from various departments/sections according to Zoo policy, routines and Standard Operating Procedures.
25. Contributes to research activities (e.g. data and/or sample collection) in accordance with approved biological sample and research requests.
26. Participates in internal educational and professional development activities including clinical rounds and procedure debriefs.
27. Contributes to Perth Zoo research KPIs through preparation of scientific publications and conference presentations.
28. Participates in external training programs as required.

#### **In-situ conservation fieldwork**

29. Contributes to approved in-situ conservation activities such as field trips and wildlife rescue as required.

#### **Sectional Resource Management and Maintenance**

30. Undertakes purchasing of equipment, veterinary supplies and pharmaceuticals in accordance with Standard Operating Procedures.
31. Monitors and reports faulty equipment to senior nursing staff and performs in-house maintenance as required.
32. Monitors animal holding areas to ensure they are suitably maintained and assists with making appropriate changes to enclosures to accommodate various species.
33. Contributes to the planning of various projects and asset maintenance as requested.
34. Contributes to animal import and export processes in consultation with Veterinary Nursing Supervisor, Veterinarians, Animal Records Officer and the Curator Collections.

#### **Culture, Teamwork and Communication**

35. Contributes productively to a team culture where staff are respected and values, and work is consistently performed to a high standard, thus supporting a positive and fulfilling work environment.
36. Communicates effectively, openly and thoughtfully within the internal and external work environments.
37. Displays and promotes behaviours consistent with the DBCA Code of Conduct.

#### **Other**

38. Undertakes other duties as required.
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## 5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.

Applicants should address the following eight criteria in a written application. These should be addressed in no more than three pages in total.

### ESSENTIAL

1. National Certificate IV in Vet Nursing or equivalent recognised qualification.
2. Minimum two years experience as a clinical veterinary nurse.
3. Applied knowledge in nursing care and husbandry in a zoo or similar environment.
4. Proven ability to effectively communicate and interact at all levels.
5. An understanding of occupational health and safety, and equity and diversity principles and practices.
6. Demonstrated ability to think clearly and act in a supporting role during an emergency.
7. Demonstrated ability to plan and coordinate projects effectively both individually and in a team environment.
8. Knowledge of and commitment to conservation consistent with the role of modern day Zoos.

### DESIRABLE

1. Certificate III in Captive Animal Management or equivalent recognised zoo keeping qualification.
2. Experience in teaching small groups.
3. Accredited Veterinary Nurse with the Veterinary Nurse Council of Australia.

### Values

In all of our work we will act with the highest *Integrity* and be *Open, Accountable, Creative, Responsive, Innovative, Outcome-focused* and *Collaborative*. For the purposes of this recruitment process, behaviour that reflects these values are included as selection criteria for this position.

Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.

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## 6. Other

<b>Position Status</b> Does the position form part of the permanent structure?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Full Time Equivalent (FTE)</b> Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week i.e. 60% of full time hours.	1
<b>Allowances and Special Conditions</b> Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.	Darting equipment, anaesthetic equipment, x-ray generator and processor and various other veterinary specific pieces of equipment.
<b>Working With Children</b> Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to <a href="https://workingwithchildren.wa.gov.au/about/categories-of-child-related-work">https://workingwithchildren.wa.gov.au/about/categories-of-child-related-work</a>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>National Police Check</b> Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a <a href="#">National Police Certificate</a> . For more information refer to the department's guidelines on <a href="#">National Police checks</a> .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Pre-employment Medical</b> Specify if appointment to this position is subject to satisfactory Pre-employment Medical check	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<b>PEOPLE SERVICES BRANCH USE ONLY</b> ANZSCO Code	
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## 7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>