



Position Description – Dog Registration Survey Officer

Division	Engaged Community
Portfolio	Community Health and Safety
Level	2
Reports To	Team Leader Parking Response
Prescribed Position	Yes

Position Objective

Undertake the annual dog registration survey (Dog Door Knock program) to maximise dog registration as prescribed in the Dog & Cat Management Act to ensure compliance with microchipping and desexing and verifying existing dog registration details.

Key Responsibilities

- Surveying all residencies as identified in the targeted areas.
- Issuing Expiation Notices.
- Ensuring DACO is updated with relevant information.
- Work closely with the Dog Registration Administration Officer to update the working spreadsheet/database.
- Raising CRMs (where required) for prescribed breeds or non-compliance with Control Orders & other requirements of the Act.
- Reporting the number and type of expiations issues as well as the number of unregistered dogs to the Team Leader Parking Response.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for being actively involved in the identification and management of the day to day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.

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- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

Selection Criteria

Skills

- Ability to work under limited direction.
- Good level of verbal and written communication skills to motivate, influence and effectively liaise with staff and customers.
- Good time management and organisational skills.
- Use of corporate technology including systems in electronic document management, land and property management, customer requests, asset management systems and intranet.
- Demonstrated understanding and enthusiasm for the direction of the City and the Organisation.
- Demonstrated behaviour consistent with the organisational values.

Knowledge

- Knowledge of the Dog and Cat Management Act 1995.

Experience

- Experience in the issuing of expiation notices is desirable.
Experience in using the Dogs & Cats Online System is desirable.

Qualifications & Requirements

• A tertiary qualification or related field and/or commensurate demonstrated experience in lieu of formal qualifications	Desirable
• Nationally Coordinated Criminal History Check (Police Check)	Essential
• Car Licence.	Essential