

POSITION DESCRIPTION

Position Title:	Animal Impounding Officer (PN 5528)		
Position Type:	Temporary Part-time		
Department:	Development and Compliance		
Date Approved:	October 2026		
Hours per week:	30	Award Classification:	Band 2, Level 1
FTE	0.8	Salary Classification	Grade 3

Position Purpose

The primary objective of this position is to provide effective and efficient management of impounded animals within Councils impounding facility through exercise, daily health assessments, feeding, and rehoming programs.

Key Accountabilities

- Ensure that the Pound is always maintained in a clean and tidy state.
- Feed and exercise animals daily.
- Clean occupied cages daily.
- Ensure recently vacated cages are cleaned and disinfected.
- Ensure the Council animal shelter facilities are kept free of disease or possible spread of disease.
- Report to Council as soon as practicable any damage, defects or repairs required to the facility.
- Perform data entry into Councils systems as required.
- Arrange for the rehoming of animals impounded at Councils pound (except those deemed dangerous, menacing, restricted, or feral under the Companion Animals Act 1998).
- Perform any other duties within your skill, ability and competency level as reasonably directed by Council from time to time.

Core Competencies (Knowledge Skills and Experience)

Mandatory

- Current Class C Drivers Licence
- Experience with animal handling (companion animals and livestock)

Desirable

- HLT - Apply first aid
- ACM - Implant Microchip in Cats and Dogs
- FWP - Recover four wheel drive vehicle
- FWP - Operate four wheel drive vehicle on unsealed roads
- Dangerous dog handling and assessment training
- Qualifications in Animal Studies
- Noise Management Course

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Skills and Experience

- Demonstrated experience with animal health and/or wellbeing
- Experience rehoming of animals
- Organised and able to meet deadlines
- Highly developed written and verbal communication, and interpersonal skills including problem solving, negotiation and conflict resolution
- Demonstrated high level computer skills including Microsoft office applications
- Demonstrated ability to work with minimum supervision and as part of a multi-disciplinary team
- Demonstrated commitment to council's values and to providing high levels of service to our customers
- Good physical fitness

Values

Kempsey Shire Council's values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee.

CARING Values

COLLABORATION

ACCOUNTABILITY

RESPECT

INTEGRITY

NURTURING

GROWTH

CARING FOR OUR COMMUNITY

CARING FOR OUR TEAM MATES

CARING FOR OUR ENVIRONMENT

CARING FOR OUR FUTURE IN THE SHIRE

KEMPSEY SHIRE COUNCIL – WE CARE

Supervision Received

This role reports to the Team Leader Rangers.

Supervision Exercised

Nil.

Position Description Endorsement

Learning and Development

Position Description reviewed and approved by:

People and Culture Representative:	<i>KH</i>
Position Title:	Learning and Development Officer
Date:	August 2025

People and Culture

Position Description reviewed and approved by:

People and Culture Representative:	<i>RM</i>
Position Title:	People and Culture Advisor
Date:	October 2026

Role Authorisation

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Role Acceptance

I have read and understood the content of the Position Description for my role. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

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