



Position Description – Dog Registration Survey Officer

Division	Engaged Community
Portfolio	Community Health and Safety
Level	2
Reports To	Project Officer Community Health and Safety
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 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 Project Officer Community Health & Safety.
- 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.

- Take relevant actions in accordance with Legislative requirements under the Children's Protection Act 1993 Section 8A and Council's Children and Vulnerable Persons Policy.
- A current unprohibited Employment Screening Check must be maintained for the duration of the employment period in this prescribed position.

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

A qualification in a relevant discipline(s) or related field and/or commensurate demonstrated experience in lieu of formal qualifications.

Desirable

National Police Clearance for Regulatory Requirement.

Essential

Current Class 1 South Australian Drivers Licence.

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