Role Description
Kennel Attendant

Cluster	Justice
Agency	NSW Police Force
Command/Business Unit	Dog Unit
Location	Menai
Classification/Grade/Band	Clerk 1-2
ANZSCO Code	361111
PCAT Code	1119192
NSWPF Role Number	
Date of Approval	11/12/2017
Agency Website	www.police.nsw.gov.au

Agency overview

The NSW Police Force (NSWPF) vision is for a '*Safe and Secure New South Wales'*, which is achieved by police working with the community to reduce violence, crime and fear.

It is one of the largest police forces in the western world, with more than 20,000 NSW Police Force employees, including more than 16,000 sworn officers providing a range of law and order services 24 hours a day, seven days a week to the socially, geographically and culturally diverse community of NSW.

The organisation has five function lines, based across a number of locations. Metropolitan Field Operations and Regional NSW Field Operations provide frontline services directly to the community. Investigations & Counter Terrorism provides investigative, technical and counter terrorism expertise. Specialist Support provides an operational support function along with a range of specialised services. The fifth function line, Corporate Services, provides business support services such as technology and communication, education and training and corporate human resources functions.

The NSWPF *Statement of Values* and *Code of Conduct & Ethics* outlines appropriate behaviour for all NSW Police Force staff. All employees of NSWPF are expected to ensure ethics are incorporated into all aspects of their work making ethical behaviour, practices and decision making a part of daily routine. This further extends to ensuring confidentiality and information security is maintained at all times.

Work, Health and Safety legislation requires all employees to have specific responsibilities. This role is responsible for following all NSWPF health and safety policies, and taking all reasonable care that their actions or omissions do not impact on the health and safety of others.

Primary purpose of the role

The position of kennel attendant provides maintenance and care of canines (from birth to 8 years of age) housed within the kennel complex. The Kennel Attendant provides a daily service to canines including the allocation of food/equipment, exercising, kennel cleaning/hygiene and ensuring the health/care of all Police canines comply with the requirements of the Department of Primary Industry and the guidelines and processes of the Dog Unit.

Key accountabilities

- Daily grooming, bathing, physical exercise and inspection of large high drive dogs.
- Daily Cleaning and maintenance of the kennel complex.

- Administer veterinary treatment and first aid to dogs (when required), administer medications, vaccinations preventative medications and micro chipping.
- Monitor health of kennel dogs for symptoms of injury or disease and liaise with supervisors and Veterinary Surgeons where necessary.
- Advise Supervisors about medical issues, care and maintenance of all Police canine assets.
- Manage all dog records, including vet records, dog information, maintain accurate and comprehensive records via data base.
- Assist with the maintenance of all kennel portfolios.
- Provide support to the Police Dog Forster Care Program and yard inspections at the residences of program participants.

Key challenges

- Maintaining a high level of care/maintenance of Police dogs at all times.
- Coordinating the daily allocation of food, medications and veterinary care for police canine assets.
- The strict maintenance of kennel records for care and services of all Police canine assets.

Key relationships

Who	Why
Internal	
Kennel Coordinator	- Provide relevant information to allow kennel coordinator to be aware of any issues with Police canines - Communicate and information exchange of daily taskings
Work Team	- Information exchange - Support team and work collaboratively to provide best ongoing care of all Police canine assets.
Internal Clients / Customers	- Provide advice and solutions to arising issues - Information exchange between Dog Unit personnel regarding care and hygiene of Police canine assets.
External	
Clients / Customers	- Provide advice and solutions to arising issues - Information exchange between vets, foster carers and members of the public

Role dimensions

Decision making

This role has autonomy to make urgent decisions regarding the care and maintenance of Police assets (canines) in care at the Kennel complex including provision of treatment and basic medical care in consultation with kennel coordinator/relevant staff.

Reporting line

- Kennel Coordinator – Clerk 5/6

Direct reports

- Nil

Budget/Expenditure

- Nil

Essential requirements

- Obtain and maintain the requisite security clearances for this position.
- Must hold Animal Studies qualifications.
- Experience working in a large kennel complex.
- NSW Drivers licence with a clear driving record for the past 6 months.
- Physical ability and fitness to handle and control large, high drive canines.
- Willingness and availability to work weekends, public holidays and shift work as required.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	**Foundational**
	Value Diversity	Foundational
Relationships	Communicate Effectively	Foundational
	Commit to Customer Service	**Foundational**
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
Results	Deliver Results	Intermediate
	Plan and Prioritise	**Intermediate**
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
Business Enablers	Finance	Foundational
	Technology	**Foundational**
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Manage Self	Foundational	• Be willing to develop and apply new skills • Show commitment to completing work activities effectively • Look for opportunities to learn from the feedback of others
Relationships Commit to Customer Service	Foundational	• Understand the importance of customer service • Help customers understand the services that are available • Take responsibility for delivering services which meet customer requirements • Keep customers informed of progress and seek feedback to ensure their needs are met • Show respect, courtesy and fairness when interacting with customers
Results Plan and Prioritise	Intermediate	• Understand the team/unit objectives and align operational activities accordingly • Initiate, and develop team goals and plans and use feedback to inform future planning • Respond proactively to changing circumstances and adjust plans and schedules when necessary • Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals • Accommodate and respond with initiative to changing priorities and operating environments
Business Enablers Technology	Foundational	• Display familiarity and confidence in the use of core office software applications or other technology used in role • Understand the use of computers, telecommunications, audio-visual equipment or other technologies used by the organisation • Understand information, communication and document control policies and systems, and security protocols • Comply with policies on acceptable use of technology

Version Control		
Version	**Summary of Changes**	**Date**
V1.0	Position Description translated into Role Description template	11.12.2017

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