

HR	Success Profile	 <p>Guide Dogs NSW/ACT Sight lost, freedom found.</p>
----	------------------------	--

Role	Breeding Centre Team Leader
Reports to	Canine Facilities Manager
Department	Guide Dogs Centre
Manages / Supervises	Kennel Staff
Date revised	February 2019

PURPOSE OF THE JOB:

To ensure the kennel environment is maintained at the highest level of hygiene always pursuing the best practice for animal health & welfare.

This role is key in assisting the Canine Facilities Manager with the supervision of kennel staff, and ensuring adherence to policies and procedures in all areas of work.

The successful candidate has the ability to provide effective leadership and support to staff, is enthusiastic with a high level of initiative, and has demonstrated good dog handling skills.

The role is also required to work in the kennels as an animal attendant.

KEY ACCOUNTABILITIES:

Key Result Area	
OPERATIONAL	
Kennel Hygiene and Maintenance	<ul style="list-style-type: none"> • Collectively develop and implement strategies that promote best practice in hygiene procedures. • Ensure sterilization protocols are in place and are escalated to the next level at any sign of disease. • Ensure the kennel areas and associated equipment are cleaned and maintained to a high standard. • Kennel and dog equipment is replaced and ordered, as required.
Dog Health & Welfare	<ul style="list-style-type: none"> • Oversee all of daily husbandry tasks carried out by the animal attendants including but not limited to, cleaning, bedding, bathing, grooming, health checking, and feeding. • Collectively develop and implement enrichment strategies and ensure reasonable mental and physical exercise to best benefit our dogs.

	<ul style="list-style-type: none"> • Oversee the observation and report on the behaviour and temperamental development of puppies/dogs. • Oversee the implementation of training programs for puppies. • Oversee the care of breeding bitches, including weaning, observations for mastitis, etc. • Oversee prophylactic regimes for all pups and dogs in kennels (worming, baycox etc.). • Implement strategies to keep occupancy in the kennels at the utmost minimum. • Secure temporary care for dogs left boarding in kennels, as required. • Ensure kennel staff are well informed of all dogs coming in and out of the kennels.
Reproduction	<ul style="list-style-type: none"> • Assist the Veterinarian with TCI (Trans-cervical insemination) semen collection and storage. • Assist with natural mating of breeding stock. • Take blood samples for progesterone tests, as needed. • Swab dogs to check heat cycles which requires carrying out cytology on microscope
Veterinary Care of Dogs	<ul style="list-style-type: none"> • Support the Guide Dogs Centre Vet team to maintain healthy adult dogs and pups. Includes implementing treatment plans as specified by vet for sick pups, surgical dogs, weaning and mated females.
Key Result Area	
LEADERSHIP	JOB HOLDER IS SUCCESSFUL WHEN:
Supervision of Kennel staff	<ul style="list-style-type: none"> • Provide effective leadership, support and encouragement to staff, and create a safe and happy work environment that develops staff potential and inspires a high performance culture. • Provide training to new staff on the Kennel Policies & Procedures; this includes assessing and marking off staff in safe work procedures/skill check competencies. • Conduct regular one-on-one meetings and appraisals with staff. • Point of contact for Kennels staff, including after hours for emergencies.
Volunteers	<ul style="list-style-type: none"> • Provide supervision and training to volunteers and TAFE/Work placement students. • Liaise with others to co-ordinate volunteers for special events.
Key Result Area	
ADMINISTRATION	JOB HOLDER IS SUCCESSFUL WHEN:
	<ul style="list-style-type: none"> • Maintain records on daily occupancy levels. • Gather and collate data for ongoing health care measurements, including tracking preventable diseases. • Maintain records, registers, and statistics on the CRM system. • Gather and collate information on bitches and litters, and maintain their individual records for breeding purposes.

KNOWLEDGE AND EXPERIENCE REQUIRED TO BE SUCCESSFUL IN THE ROLE:

Essential	Desirable
<ul style="list-style-type: none">• Experience in kennel management and awareness of best practice including healthcare of dogs.• Demonstrated good dog handling skills, effective leadership and control over dogs of all ages and levels of training.• Enthusiasm, energy and a high level of initiative, while still being able to work under direction.• Good communication and interpersonal skills, and communicates sensitively and respectfully with all stakeholders.• Flexible, adaptable to varying workloads, and effective at managing multiple tasks.• Follows through with all tasks – reliable and accountable.• Works well within a team, as well as independently; assumes responsibility for nominated tasks.• Mature and professional approach and presentation.• Holds a driver's license as recognised in the state of NSW in order to transport dogs.• Able to manage the physical demands and inherent requirements of the job and complete the tasks and duties as stated.	<ul style="list-style-type: none">• Prior experience in veterinary nursing.• Competency in Microsoft Word, Excel, Outlook, and CRM databases; including rostering and reporting experience.• Experience supervising or managing staff.

[Name]

[Sign]

[Date]
