

HR	Success Profile	
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Role	Whelp and Breed Stock Advisor
Reports to	Puppy Development Manager
Location	Guide Dogs Centre
Manages / Supervises	N/A
Date revised	October 2018

PURPOSE OF THE JOB:

The purpose of the Whelp and Breed Stock Advisor is to recruit, assess and support volunteers in the Whelping / Rearing program. This is an essential function in order to support the need for Guide Dogs and Pets-As-Therapy.

In this role you will be responsible for monitoring the health and development of breeding dogs and pups in the Whelping and Rearing program. The Whelp and Breed Stock Advisor understands and monitors the temperamental and behavioural development of pups in the Whelping and Rearing program.

The successful candidate has the knowledge and experience to monitor and assist in the whelping of breeding females in the Program.

KEY ACCOUNTABILITIES:

Key Result Area	
OPERATIONAL	JOB HOLDER IS SUCCESSFUL WHEN:
Recruit and assess new whelping and rearing volunteers	<ul style="list-style-type: none"> • Identify and assess enough suitable volunteers to whelp and/or rear puppies, in order to support supply and demand. • Ensure the environment is safe for whelping and rearing puppies. • Ensure the volunteers have a clear understanding of the requirements for the role, as part of the selection criteria.
Providing support to whelping and rearing volunteers	<ul style="list-style-type: none"> • Ensure that processes and policies are followed by the whelping and rearing volunteers. • Ensure that staff are available to assist the volunteers outside of normal working hours including public holidays and weekends. • Ensure the volunteers have adequate supplies at all times.
Placement of Breeding Stock into homes	<ul style="list-style-type: none"> • Arrange and conduct the placement of breeding stock into suitable homes. • Ensure the placement manual and kits are all completed.

Key Result Area	
HEALTH AND WELFARE	JOB HOLDER IS SUCCESSFUL WHEN:
Monitor the health of breeding stock and pups	<ul style="list-style-type: none"> • Ensure the breeding stock are all up to date with health treatments and are in good condition for breeding. • Liaise with the Guide Dog Centre Veterinarian Team and Puppy Development Manager regarding health concerns of breeders and pups.
Monitor the growth and development of the pups	<ul style="list-style-type: none"> • Observe and report to the Puppy Development Manager the behaviour and temperamental development of puppies. • Provide Whelp and Rearing volunteers with access to Puppy Central and STEP and provide training in the use of the program. • Provide training to rearing volunteers on puppy enrichment and provide equipment needed. • Liaise with Puppy Development Manager and Canine Facilities Manager as to when pups are entering kennels.
Assist Veterinary Team	<ul style="list-style-type: none"> • Take blood samples for progesterone tests as required. • Administer medications under supervision of the Veterinarian. • Relay information to the Veterinary and Breeding Services Manager when females coming into season and whelping dates.
Key Result Area	
ADMINISTRATION	JOB HOLDER IS SUCCESSFUL WHEN:
Data Entry and processes	<ul style="list-style-type: none"> • Ensure data on breeding dogs entering the Breeding Program is accurate and kept up to date. • Ensure home visit data is entered shortly after a visit. • Maintain records and reports on CRM including heat cycles and whelping dates. • Ensure all Whelp and Rearing Volunteers data is entered as required. • Develop and update protocols and processes.
Key Result Area	
MEDIA / EVENTS	JOB HOLDER IS SUCCESSFUL WHEN:
Social Media and events	<ul style="list-style-type: none"> • Provide content and photos for social media, as required. • Attend events including media events to promote the program.

NOTES: Complete other tasks as required / directed.

KNOWLEDGE AND EXPERIENCE REQUIRED TO BE SUCCESSFUL IN THE ROLE:

Essential	Desirable
<ul style="list-style-type: none"> • Experience in whelping puppies and aftercare of puppies. • Experience in rearing of puppies and identifying health and behaviour issues. 	<ul style="list-style-type: none"> • Competency in Microsoft Word, Excel, Outlook and CRM databases.

- Ability to provide advice and leadership when working with people participating in the Whelping and Rearing program.
- A mature and professional approach and presentation when working with others.
- Currently undertaking or completed Certificate 4 in Veterinary Nursing.
- Flexible with work hours including afterhours, weekends and public holidays.
- Works well within a team as well as independently.
- Holds a driver's licence as recognised in the state of NSW in order to transport dogs and puppies.
- Able to manage the physical and inherent requirements of the job.
- Demonstrated dog handling skills and ability to demonstrate effective leadership and control over dogs of all ages.
- Enthusiasm, energy and the ability to demonstrate a high level of initiative, while still being able to work under direction.
- Able to project plan and meet deadlines.
- Ability to adapt to varying workloads, and to effectively manage multiple tasks and follow through – reliable and accountable.

[Name]

[Sign]

[Date]
