

Canberra Institute of Technology Position Description

POSITION NUMBER:	C13052, Several
CLASSIFICATION:	General Service Officer Level 3
POSITION TITLE:	Animal Care Attendant
DIVISION:	Education and Training Services
BRANCH:	CIT Health, Community & Science
SECTION:	CIT Science
COST CODE:	1677
IMMEDIATE SUPERVISOR:	P51875 MEL1 Head of Department CIT Science

OVERVIEW OF CIT

Canberra Institute of Technology (CIT) is a dynamic, connected and diverse vocational education and training (VET) institute and is a Territory Authority established under the *Canberra Institute of Technology Act 1987*.

CIT plays a major role in the development of the ACT's future workforce and in building the skill base of the economy. Its core business is the design and facilitation of high-quality vocational programs, training and education and services to meet the needs of a diverse customer base – locally, nationally and internationally.

CIT is Canberra's only government established provider of VET offering quality education and training through the development of unique learning experiences that meet training package requirements and provide students with meaningful and job ready qualifications. As a major contributor to the economic growth of the ACT, CIT plays a significant role in ensuring a qualified and skilled workforce, increasing skill levels for those self-employed, attracting international students, contributing to the ACT innovation ecosystem and driving life-long learning for the economic and social benefit for the future of the ACT.

The CIT Board has articulated CIT's key priorities and directions within CIT's *Strategic Compass 2025 – CIT Futures*. These directions are articulated within four themes:

- Leading change - raising our ambitions to meet new expectations
- Growing our region's economy - supporting jobs, economic resilience, and future prosperity
- Advancing Canberra's workforce – adapting our courses and means of delivery to provide skills for the future
- Transforming our business - investing in our business for viability and value

OUR PEOPLE

CIT comprises three Divisions. **Education & Training Services** Division comprises five teaching colleges, three support areas and the CIT Yurauna which is a service dedicated to Aboriginal and Torres Strait Islander peoples. Each College is led by a director, and supported by divisional services, **Corporate Services** and **Industry Engagement & Strategic Relations**, to provide quality vocational education in a range of areas. For details on CIT's organisational and governance structure refer to the CIT Annual Report.

The CIT Board's vision for CIT is for staff to collectively be raising our ambitions to meet new expectations; adapting our offerings to provide skills for the future; contributing to the new economy and positioning for prosperity; and investing in our business for viability and value.

CIT cultivates its workforce to embody a culture of innovation, adaptation and learning. As a public provider of vocational education, all staff model the CIT cultural traits (customer centric, collaborative, trusted, professionalism, adaptable, accountable and inspirational), as well as the signature behaviours that underpin the ACT Public Service (ACTPS) Code of Conduct.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

EDUCATION & TRAINING SERVICES DIVISION

The Education and Training Services Division is responsible for the integrity and delivery of teaching and learning across CIT to meet the needs of students. This includes oversight of CIT Colleges, CIT Yurauna, CIT Education Services, CIT Student Services, and CIT Library and Learning Services. The Division aims to meet the four promises of the Strategic Compass by providing a contemporary and positive student experience, incorporating:

- high quality vocational education and training, which is engaging, innovative and provides students with an authentic workplace-based learning experience;
- relevant and flexible delivery and scheduling of classes;
- seamless student information, enrolment and support services; and
- welcoming learning spaces and access to resources.

The Division ensures that CIT fulfils the compliance requirements set by vocational training and education regulators, including the Australian Skills Quality Agency (ASQA), the Tertiary Education Quality Skills Authority (TESQA), Skills Canberra (CMTEDD), and the ACT Board of Secondary Schools Studies (BSSS).

The core functions of the Division's support areas include:

- oversight of quality teaching delivery and student learning outcomes
- course design, development and continuous improvement
- student services and support
- quality and registered training organisation compliance
- ensuring whole of CIT strategic teaching and learning deliverables are being achieved
- digital and technology integration.

CIT HEALTH, COMMUNITY AND SCIENCE

CIT Health Community and Science is a teaching college comprising five departments: CIT Children's Education and Care, CIT Community, CIT Human Services, CIT Science and CIT Wellbeing/CIT Fit & Well. This college offers VET training programs from certificate II through to advanced diploma as well as bachelor degree programs. The student cohort includes Australian School-Based Apprenticeships (ASBAs) and apprentices/trainees. At present, the college has a presence at CIT Bruce with authentic learning environments for CIT students at CIT Student Massage Clinic and CIT Fit & Well. The leadership team of the college is the Director and the Heads of each of the Departments.

THE POSITION

The primary focus of the General Service Officer position is as an animal care attendant. This position would work mainly in the CIT Dog Day Care program, as well as looking after to, under the general direction of the Manager Education Level 1 perform the following duties:

RESPONSIBILITIES

- Provide Dog Day Care dogs with exercise, fun and training. Monitor dog interactions, wellbeing and behaviour.
- Oversee student work experience, provide guidance and instruction on Dog Day care procedures.
- Maintain cleanliness and housekeeping of the Dog Day Care yard and Animal care areas.
- Undertake record keeping tasks, provide clients with pertinent information on their pets in Dog Day care.
- Perform animal care tasks for a variety of animals on site, including but not limited to dogs, fish, cats and chickens.
- Work outdoors in all kinds of weather.

PROFESSIONAL AND PERSONAL CHARACTERISTICS

- Ensure all interactions of the department are consistent with the CIT cultural traits (Customer Centric, Professionalism, Collaborative, Trusted, Adaptable, Accountable and Inspirational).
- Model the ACT Public Service Values and Signature Behaviours.
- Create an environment that values and utilises the contribution of others.

SELECTION CRITERIA

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

1. Experience in the Animal care industry, including working with dogs.
2. Good communication skills to provide supervision to students, interact with clients, and work in a team.
3. Ability to maintain accurate records and maintain housekeeping standards.
4. Ability to complete animal husbandry and animal hygiene tasks as required.
5. Demonstrated ability to model the CIT cultural traits and ACT Public Services values, knowledge of and the ability to work in accordance with, and implement CIT policy and principles, including the respect, equity and diversity (RED) framework, work health and safety (WHS) and workplace participation.

QUALIFICATIONS AND EXPERIENCE

DESIRABLE

Certificate II or III in Animal Care, Certificate IV in Animal Behaviour and Training
Previous work experience in an animal care setting.

Office use only

Date Position Description updated: 8/12/2023

RITM Number: