

Canberra Institute of Technology Position Description

POSITION NUMBER:	C13052, Several
CLASSIFICATION:	GENERAL SERVICE OFFICER LEVEL 3
POSITION TITLE:	Animal Care Attendant
DIVISION:	Education Futures and Students
COLLEGE/BRANCH:	Health, Community and Science
SECTION:	Science
SUB SECTION/COST CODE:	1677
IMMEDIATE SUPERVISOR:	P51875 - Head of Department CIT Science

ABOUT US

Canberra Institute of Technology (CIT) is a dynamic, modern, and diverse vocational education and training (VET) institute of learning - and plays a major role in the development of the ACT's future workforce and building its skill base. As the ACT's public provider of VET, we are the cornerstone of the local skills and training system and deeply embedded in our community. The critical role we play in the Canberra economy and society is demonstrated by the significant influence of our graduates and educators. Our alumni embody excellence and proficiency in their respective vocations.

At our core, we strive for inclusion, providing equal access to education and training and enabling anyone to pursue their learning and career goals. We are dedicated to supporting social inclusion, offering all who walk through our doors a sense of place and belonging, and the confidence to participate in the workforce.

Our strategic ambition is outlined in our [CIT Strategy 2025-2035: *Skilling for the future equipping you for life*](#). This strategy sets four objectives to guide our actions towards achieving our vision to be *renowned for our inclusive and dynamic approach to teaching and learning that meets the needs of students, industry and the community*. These strategic objectives are:

- Our training meets the skills needs of today, tomorrow and beyond.
- Our teaching and learning is leading edge and enhances student outcomes.
- Our people are equipped to achieve our strategy.
- Our foundations support the delivery of our strategy and enable future growth.

OUR PEOPLE

CIT cultivates its workforce to create an environment where our people thrive, are motivated and embrace leading roles in achieving our ambitions. Our values of student-centric, belonging, connection, excellence, integrity and wellbeing guide every decision and action that we take. They steer us towards our purpose

and create a culture of trust, collaboration and accountability. These values are aligned to the ACTPS values and signature behaviours which are underpinned by the [ACT Public Service \(ACTPS\) Code of Conduct](#).

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

EDUCATION FUTURES AND STUDENTS' DIVISION

The Education Futures and Students division offers a dynamic learning experience that equips students for success and lifelong employability, providing them with the tools and resources they need to thrive in a changing world. Led by experienced and innovative education leaders and educators, the division is committed to delivering future-focused teaching and enhancing student outcomes.

The division focuses on integrating leading-edge educational design and delivery technologies, supported by digitally enabled learning environments, innovative teaching methods, and robust academic quality and assurance systems. The division is dedicated to offering a wide range of student engagement and support services, ensuring that an increasing number of lifelong learners can study and upskill at CIT. Through strong collaborations with industry partners, CIT's education and training programs remain responsive to emerging skills needs and relevant to the local job market.

CIT Health, Community and Science is a teaching college comprising of five departments: CIT Children's Education and Care, CIT Community, CIT Human Services, CIT Science and CIT Wellbeing/CIT Fit and Well. This college offers VET training programs from Certificate II through to Advanced Diploma. 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, CIT Fit and Well, CIT Dog Day Care, Burrumbah Early Learning Centre, nursing laboratories, and aged care and disability learning facilities. The leadership team of the college is the College Director and the heads of each of the departments. This position reports to the Head of Department, CIT Science.

CIT SCIENCE

The CIT Science Department delivers a range of training in the areas of Forensic, Animal and Laboratory Skills. Department also manages commercial authentic learning environments in CIT Dog Day Care. Training is delivered through full time, part time and flexible study modes. The department works collaboratively with industry and with other areas across the College of Health, Community & Science and CIT to create unique innovative learning opportunities for students.

THE POSITION

The animal care attendant would work mainly in the CIT Dog Day Care (DDC) program and, under the general direction of the Head of Department, 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

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

Professional / Technical Skills and Knowledge

- **Animal Care and Welfare**
Practical experience providing daily care for dogs and other animals, including monitoring health, wellbeing and behaviour, and maintaining appropriate hygiene and care standards.
- **Dog Handling and Day Care Management**
Ability to safely supervise group dog interactions, provide exercise and enrichment, and recognise behavioural or welfare concerns in a Dog Day Care environment.
- **Operational and Record-Keeping Skills**
Ability to maintain accurate records, provide relevant information to clients, and ensure cleanliness and housekeeping standards are met in line with WHS and CIT requirements.

Behavioural Capabilities

- **Communication and Teamwork**
Communicates clearly with students, clients and colleagues, providing guidance and working collaboratively in a learning environment.
- **Professionalism and Customer Focus**
Demonstrates professional conduct and a customer-centric approach consistent with CIT Values, ACTPS Values and Signature Behaviours, and RED/WHS obligations.
- **Accountability and Adaptability**
Takes responsibility for animal welfare, safety and compliance, adapting effectively to changing conditions and work demands.

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: 01/04/2026

RITM Number: XXXX