Longreach Regional Council
Ilfracombe Isisford Longreach Yaraka

Schedule 2 – Position Description

Position Name:	Animal Management Project Officer
Position Number:	6044
Directorate:	Organisational Services
Team:	Regulatory Services
Category of Employment:	Temporary, full-time
Classification Level:	Level 7
Classification Type:	Queensland Local Government Industry (Stream A) Award – State 2017; Division 2; Section 1 – Administrative
Reports to:	Manager of Regulatory Services
Located:	Longreach
Accountable for:	Nil
Vehicle Authorisation:	Classification 4 – Business-use only
Financial Delegation:	Purchasing Officer (Requisitioner) - $3,000.00
Revised:	October 2026

Our Vision

Connecting Council and Community

Our Mission

Delivering Excellent Services

Our Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking

Position Objective

The primary objective of this position is to coordinate the successful implementation and operational readiness of Council's new Animal Management Facility, while supporting the delivery of priority initiatives within Council's Animal Management Strategy 2024-2028. The position provides project coordination, planning, stakeholder engagement, operational development, reporting and continuous improvement activities to ensure the facility and associated animal management initiatives achieve intended community, animal welfare and compliance outcomes. The role contributes to the achievement, monitoring and reporting of strategy outcomes relating to Content Pets, Educated People and Inclusive Places, while supporting the transition of the facility and associated programs into sustainable business-as-usual operations.

Position Responsibilities

Functional Area	Key Responsibilities
Project Planning & Delivery	• Coordinate the successful implementation of the Animal Management Facility project and associated operational initiatives. • Develop and maintain project plans, schedules, risk registers and implementation timelines. • Monitor project performance against milestones, budget and funding requirements. • Identify and manage project risks and implement mitigation strategies. • Coordinate commissioning of operational equipment and facility readiness activities. • Manage defect identification, rectification and practical completion activities. • Ensure alignment between facility development outcomes and the objectives of Council's Animal Management Strategy. • Coordinate non-construction projects and initiatives that support contemporary animal management service delivery.
Facility Operations Development	• Design and implement the operational framework for the new Animal Management Facility. • Develop Standard Operating Procedures (SOPs), work instructions and operational documentation. • Establish animal welfare, disease control, biosecurity, hygiene and workplace health and safety protocols. • Develop emergency response, evacuation and incident management procedures. • Identify opportunities to enhance customer service, community access, education and animal welfare outcomes through facility operations. • Support the integration of best-practice animal management principles into facility operations and service delivery.
Organisational Readiness & Handover	• Develop staff induction programs, training materials, operational manuals and facility signage.

	• Deliver or coordinate training for staff involved in future facility operations and associated animal management initiatives. • Coordinate operational testing and readiness activities. • Facilitate transition of the facility to ongoing operational management. • Ensure all policies, procedures, operational systems and documentation are established prior to project completion. • Support organisational change and adoption of new systems, processes and service delivery models associated with the facility and animal management initiatives.
Governance, Reporting & Stakeholder Engagement	• Maintain effective communication with internal and external stakeholders. • Represent Council in dealings with contractors, suppliers, regulatory agencies, animal welfare organisations and funding bodies. • Provide regular updates and recommendations to the Manager of Regulatory Services. • Prepare progress reports on facility implementation and Animal Management Strategy initiatives. • Track and report against relevant Strategy performance measures and outcome indicators. • Assist with grant reporting, acquittals and preparation of business cases supporting future animal management initiatives.
Animal Management Strategy Implementation	• Support the implementation of priority initiatives and actions identified within Council's Animal Management Strategy 2024-2028. • Coordinate projects, activities and partnerships that contribute to achieving the Strategy's outcomes of Content Pets, Educated People and Inclusive Places. • Assist with the development and delivery of responsible pet ownership, community education and stakeholder engagement initiatives. • Coordinate projects that support improved animal welfare, animal management compliance and community outcomes. • Monitor and report on assigned strategic initiatives, outcomes and performance measures. • Collect and analyse operational data to support evaluation of initiatives and continuous improvement. • Assist with stakeholder consultation and community engagement activities relating to animal management services and facilities. • Identify opportunities to improve animal management services, facilities, education programs and community partnerships consistent with strategic objectives. • Work collaboratively with Regulatory Services and other Council teams to support achievement of Strategy actions and reporting requirements.

Other	• Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by your accountable supervisor or the Chief Executive Officer. • Carry out all duties in line with Council's Workplace Health and Safety policies and procedures and adhere to any legislative obligations.

Extent of Authority

This position works under broad direction and exercises a high level of independence consistent with the requirements of a Stream A Level 7 position. The role applies specialist knowledge and judgement to coordinate the implementation of Council's Animal Management Facility project and contribute to delivery of Animal Management Strategy initiatives. The position exercises delegated authority for project expenditure, procurement, project coordination and operational planning within approved budgets, project scope, Council policies and legislative requirements. The position is accountable for achieving project milestones, reporting obligations, operational readiness outcomes and assigned strategic initiatives. Responsibility for overall strategic direction, policy adoption and major budget or scope variations remains with the Manager of Regulatory Services and Director Organisational Services.

Key Relationships

Internal		
Position	**Nature of Relationship**	**How it Works**
Manager Regulatory Services	Direction, project oversight and escalation point	Regular reporting, project governance and strategic decision making.
Director Organisational Services	Executive oversight and funding accountability	Provides strategic direction and approval of significant project matters.
WHS Team	Risk management and compliance	Develops operational safety systems, procedures and risk controls.
Finance and Procurement	Procurement and financial management	Supports purchasing, contract administration and funding requirements, including milestone reporting and acquittals.
Regulatory Services Team / Future Facility Operators	Service delivery, strategy implementation and operational readiness and transition	Collaborates on animal management initiatives, compliance programs, data collection and implementation of Animal Management Strategy actions. Coordinates training, inductions and handover activities.

Communications Coordinator	Community engagement and awareness activities	Collaborates on education campaigns, promotional materials, community consultation and public communication relating to animal management services, facility initiatives and responsible pet ownership programs.
External		
Position	Nature of Relationship	How it Works
Consultants	Project delivery partners	Coordinate commissioning and defect management activities.
Animal Welfare Organisations	Technical and welfare advice	Consults regarding welfare standards, operational requirements and best practice.
Regulatory Agencies	Compliance and operational readiness	Ensures facility requirements align with legislative and regulatory obligations.
Suppliers and Service Providers	Procurement and operational setup	Coordinates acquisition and installation of specialised equipment and services.

Key Behavioural Competencies

Key behavioural competencies for this role include:

- Demonstrates strong project leadership and accountability for outcomes.
- Builds productive relationships with a diverse range of stakeholders.
- Exercises sound judgement and decision-making in complex and ambiguous situations.
- Demonstrates initiative, resilience and adaptability when responding to changing project requirements.
- Maintains a strong focus on animal welfare, safety and regulatory compliance.
- Communicates effectively both verbally and in writing with technical and non-technical audiences.
- Plans and organises work to achieve outcomes within competing deadlines.
- Applies analytical and problem-solving skills to identify practical solutions.
- Delivers high-quality documentation, reporting and operational systems.
- Displays professionalism, integrity and commitment to continuous improvement.
- Demonstrates the ability to balance operational, project and strategic priorities.
- Builds strong partnerships to achieve community-focused animal management outcomes.
- Uses data and evidence to monitor performance and recommend service improvements.
- Demonstrates a customer-focused approach to service design, project delivery and stakeholder engagement.

Position Requirements

Skills

- Project planning, coordination and delivery.
- Commissioning and facility implementation management.
- Policy, procedure and Standard Operating Procedure development.
- Stakeholder engagement.
- Risk assessment and mitigation.
- Funding administration, reporting and acquittal preparation.
- Training, induction and instructional material development.
- High-level written communication and report writing.
- Community engagement and education program delivery.
- Program monitoring, evaluation and outcome reporting.
- Data analysis and continuous improvement.
- Change management and organisational readiness.
- Relationship management across diverse stakeholder groups.

Knowledge

- Animal management operations and animal welfare principles.
- Animal management legislation, local laws and compliance frameworks.
- Disease prevention, biosecurity and infection control principles.
- Work Health and Safety legislation and risk management frameworks.
- Local government governance and procurement practices.
- Project management methodologies and controls.
- Facility commissioning and operational readiness requirements.
- Community engagement and behaviour change initiatives.
- Responsible pet ownership education programs.

Mandatory Experience/Qualifications

- Demonstrated experience delivering projects from planning through to implementation and handover.
- Experience developing policies, procedures, operational frameworks or business systems.
- Current Unrestricted Queensland "C" Class Driver Licence.
- Demonstrated ability to manage competing priorities and stakeholder expectations.

Desirable Experience/Qualifications

- Qualifications in Project Management, Business, Local Government, Animal Management, Environmental Health, Regulatory Services or a related discipline.
- Experience establishing, managing or commissioning operational facilities.
- Experience within local government or a regulatory environment.
- Knowledge of animal management facilities, pounds, shelters or kennelling operations.
- Experience in funding administration and grant acquittals.
- Formal training in project management methodologies.

Delegations and Authorisations

Financial Delegations

Check	Role	Financial delegation (up to)	Description
☒	Purchasing Officer (Requisitioner)	$3,000	Authorised to create and manage purchase orders or corporate credit card purchases within the threshold, subject to budget availability and Council procurement procedures; does not hold approval (financial delegate) authority and must obtain approval from an authorised delegate for purchases exceeding this limit.

Vehicle Authorisations

Check	Vehicle authorisation	Description
☒	**Classification 4** – Business use only	This position is authorised to use Council-owned or hired motor vehicles under ***Classification 4 – Business use only*** in accordance with Council's Motor Vehicle Policy and Management Directive – Motor Vehicle Provision and Use. Vehicle use is limited to approved business purposes and is subject to compliance with all policy conditions, licence requirements, reporting, and safety obligations. The position does not hold authority to approve vehicle allocations, usage classifications, or private use.

☒ Where the position has Delegations and Authorisation

Chief Executive to Employee Delegations and Authorisations

This position exercises powers and functions in accordance with Council's Delegations and Authorisations Policy, the Chief Executive Officer to Employee and Contractor Delegations Register, and any Authorised Person/ Authorised Officer Instrument of Employment issued to the role holder. Authority is limited to those delegations and authorisations formally granted and current at the time of action. The position holder is responsible for understanding and complying with the scope and conditions of their delegations and for escalating matters outside delegated authority in accordance with council procedures.

Physical Requirements

Vision and Hearing Requirements

☐ This position requires a vision test

☐ This position requires a hearing test

Cognitive Requirements	Frequency (% of working day)			
	Rare/Never	Occasional 0-33%	Frequent 34 – 66%	Constant > 66%

Working Independently - ability to utilise autonomy with respect to the processes by which tasks are completed.	☐	☐	☒	☐
Team Based Work - works in a team of people and not exposed to isolation	☐	☐	☒	☐
Communicating With Others – Verbal	☐	☐	☐	☒
Communicating With Others - Written	☐	☐	☐	☒
Focused Attention on Task - high levels of attention required to minimise errors and ensure accuracy	☐	☐	☒	☐
Concentrating – high levels of concentration required while completing required tasks	☐	☐	☒	☐
Planning and Sequencing Tasks and Activities - managing multiple tasks or projects simultaneously, ensuring that all activities are completed efficiently and effectively.	☐	☐	☐	☒
Decision Making - required to exercise sound decision making while completing all aspects of the position	☐	☐	☐	☒
Problem Solving – requirement to develop sound solutions to novel or unusual problems arising during the course of the day	☐	☐	☐	☒
Reasoning - required to exercise sound reasoning while completing all aspects of the position within defined scope	☐	☐	☐	☒
Judgement - required to exercise sound judgement while completing all aspects of the position within defined scope	☐	☐	☐	☒
Short and Long-term Memory Recall – ready access to documented procedures or precedents to perform requirements of the position	☐	☐	☒	☐
Emotional Resilience - exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients, high conflict situations, general workload demands, change beyond individual's personal control	☐	☐	☒	☐
Interruptions – frequency of interruptions to daily work plans and requirement to change work plans at short notice	☐	☐	☒	☐

Physical Requirements

☒ This position does not require more than 10-15% manual handling/physical exertion

☐ A task analysis exists because this position requires more than 10-15% manual handling/physical exertion

Physical Requirements	Frequency (% of working day)			
	Rare/Never	Occasional 0-33%	Frequent 34 – 66%	Constant > 66%
Mobility/Posture				

Sitting – stay in seated position (including driving)	☐	☐	☒	☐
Standing – standing in an upright position, moving less than 3 steps	☐	☐	☒	☐
Walking – In an upright position, moving more than 3 steps	☐	☒	☐	☐
Crawling – Move on the hands & knees or by dragging the body close to the ground	☒	☐	☐	☐
Non-Manual Handling				
Crouch/Squat - To lower the body by bending forward from legs and spine, buttocks on or near the heels	☐	☒	☐	☐
Kneeling – To lower the body	☐	☒	☐	☐
Bending – To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds	☐	☒	☐	☐
Reaching – Extending arms out in any direction	☐	☒	☐	☐
Twisting/Trunk Rotation – Rotating the body to one side or the other without moving the feet	☐	☒	☐	☐
Fine Manipulation/Pinch Grip – Fingers are on one side of the object and thumb on the other, typically without the object touching the palm	☐	☒	☐	☐
Power/Open Hand Grip – Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended	☐	☒	☐	☐
Writing/Typing	☐	☐	☐	☒
Climb Ladders	☒	☐	☐	☐
Climb or descend stairs	☐	☒	☐	☐
Low Level Work – Performing manual handling actions at or near ground level	☒	☐	☐	☐
Manual Handling Work				
Lift/Carry/Hold – Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders	☐	☒	☐	☐
Pushing/Pulling – Applying force to move something away or closer to oneself, including static positions	☐	☒	☐	☐
Weight Requirements – lift, carry, push, pull or hold				
1 - 5kg	☐	☐	☒	☐
5.1 – 10kg	☐	☒	☐	☐
10.1 -15kg	☒	☐	☐	☐
15.1 -20kg	☒	☐	☐	☐
Lift floor to hip	☐	☒	☐	☐
Lift waist to shoulder	☒	☐	☐	☐
Lift overhead	☒	☐	☐	☐

☐ Plant operation with maximum seat rating of 120kgs

☐ Plant operation with maximum seat rating of 150kgs

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and LRC– SMS *(Longreach Regional Council's - Safety Management System)* incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

Employees of Longreach Regional Council have the following responsibilities for health and safety at work.

- Take reasonable care of their own health and safety and ensure that their actions do not adversely affect the health and safety of others.
- Comply with and follow all reasonable instructions for work health and safety (WHS) and cooperate with all reasonable WHS policies, procedures, guidance, instructions, and directions.
- To not intentionally or recklessly interfere with or misuse any substance or thing provided in the interests of WHS.
- Use Longreach Regional Council's WHS risk management approach, participate in risk assessments and assist in identifying and using control measures to eliminate or minimise WHS risks.
- Ensure safe work practices including operating and maintaining all machinery, equipment and plant in a safe way and holding licences and training where required.
- Report any worn out or defective tools or equipment or problems with tools and equipment.
- Comply with Council's induction and training requirements.
- Participate in meetings, training, consultation and other WHS activities such as inspections, incident investigations, and evacuation drills as required.
- Use, maintain and store personal protective equipment (PPE) in the appropriate manner.
- Be familiar with emergency and evacuation procedures for their work area and comply with instructions given by emergency response, including emergency wardens and first aiders.
- Report all problems with undertaking work, including concerns or signs of injury, discomfort, or ill health, immediately to their manager or supervisor.
- Report any unsafe situation, workplace hazard, injury, incident, or near-miss to their manager or supervisor immediately.
- STOP WORK if it not safe to continue and report concerns to their manager or supervisor.
- Assist in maintaining a high level of housekeeping, cleanliness, and tidiness.
- Undertake tasks as required to enable continuous improvement for WHS management

Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Grace Cronin-Jones, Director of Organisational Services
Signature:	

Date:	
Present Incumbent:	Vacant
Signature:	
Date:	