

## POSITION DESCRIPTION



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| <b>POSITION TITLE:</b> | Veterinarian                         |
| <b>LOCATION:</b>       | West Coast                           |
| <b>REPORTS TO:</b>     | National Desexing Programmes Manager |
| <b>DIRECT REPORTS:</b> | TBC                                  |

### PURPOSE:

To provide professional standards of animal care and treatment for all animals that take part in the West Coast Desexing Project and for animals under the care of the SPCA.

This involves participating in and assisting with the development of high-spay neuter clinics, both mobile and stationary, on the West Coast.

Engages collaboratively and positively with key stakeholders both externally and internally to help the SPCA assist in changing public attitudes and behaviour regarding the de-sexing of companion animals, allowing SPCA to effect change at the 'top of the cliff' and enact positive animal welfare outcomes through desexing

Provide vet services that are consistent with the 5 domains and promote animal welfare for all animals under the West Coast Desexing Project and in the care of the SPCA. Ensures compliance with all welfare guidelines and complies with the Veterinary Code of Professional Conduct and all relevant legislation

Implementation of 'best practice' animal care policies, procedures and practices within the SPCA within allocated resources available.

| <b>KEY ACCOUNTABILITIES:</b>  | <b>KEY RESPONSIBILITIES:</b>  |
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| 1. Carries out veterinary duties as part of the national desexing team, ensuring all practices are carried out in line with the SPCA's professional standards | <ul style="list-style-type: none"><li>• Effective in making veterinary decisions regarding the care and welfare of animals participating in the West Coast Desexing Project and, if required, under the care of SPCA Centres.</li><li>• Deliver a high professional standard of veterinary duties, including surgical competency, consultation, and, where required, medical case workup.</li><li>• Maintain thorough medical records and complete report requests in a timely manner.</li><li>• Implements SPCA policies, procedures and practices.</li><li>• Completes all administrative and reporting requirements in an accurate and timely manner.</li><li>• Ensures strict management and monitoring of all controlled drugs in compliance with the NZ Veterinary Code of Conduct and all other relevant legal requirements.</li></ul> |

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| <p>2. Assist with the implementation of the West Coast Desexing Project</p>                          | <ul style="list-style-type: none"> <li>• Help to maintain focus and momentum on the project to ensure completion and successful delivery of goals</li> <li>• Assists with developing and implementing policies and procedures to support the West Coast desexing project</li> <li>• Ensure that financial guidelines, systems, policies and procedures are followed</li> <li>• Ensures all actions and expenditures are in line with SPCA policies, procedures and resources are used efficiently, and finances are spent prudently</li> <li>• Apply SPCA's policies and procedures to support a high-performing workforce, including a culture of health, safety and wellbeing</li> <li>• Ensuring relevant standards, process and regulations are upheld</li> </ul>   |
| <p>3. Participates as a member of a high-performing team providing high standards of performance</p> | <ul style="list-style-type: none"> <li>• Communicates effectively with staff of the SPCA, playing a key role in animal welfare initiatives</li> <li>• Attends training and CPD approved by the National Desexing Programmes Manager.</li> <li>• Promotes practices to achieve the maximum result and positive outcomes for all animals in our care.</li> <li>• Participates in animal welfare initiatives promoted by the SPCA.</li> <li>• Supports and adheres to the principles of animal welfare as stated by the SPCA.</li> <li>• Ensures the achievement of negotiated team and individual KPI's.</li> <li>• Provide clear and positive communication to promote a culture of collaboration and teamwork and ensure that information and resources are effectively shared across the team and organisation.</li> <li>• Maintain a focus on safety and wellbeing</li> <li>• Attends team meetings as required.</li> <li>• Contributes towards the achievement of strategic and operational goals of the SPCA</li> <li>• Acts professionally and non-judgmentally.</li> <li>• Embodies the SPCA values and strives to achieve the SPCA Mission.</li> <li>• Ensures safety, support and wellbeing of volunteers working in the vet clinic.</li> <li>• Ensures duties and tasks being carried out by volunteers are being carried out in a safe and appropriate manner.</li> <li>• Professional in all interactions with SPCA volunteers.</li> </ul> |
| <p>4. Builds and maintains strong relationships with key stakeholders</p>                            | <ul style="list-style-type: none"> <li>• Build strong and effective relationships with key stakeholders such as Veterinary Clinics, Local Councils to enable effective fundraising and that</li> </ul>  |

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|  | <p>SPCA brand and purpose remain ‘top of mind’ in the community</p> <ul style="list-style-type: none"> <li>• Present and promote the work of SPCA positively in all interactions with members of the public in order to build and maintain a positive profile and reputation</li> <li>• Ensure customer service standards are at a high level and result in positive customer experiences</li> </ul>  |
| 5. Supports process improvement groups and projects across the organisation to improve organisational performance. | <ul style="list-style-type: none"> <li>• Actively participates in these groups and works collaboratively with all members of staff to achieve goals.</li> <li>• Carries out project work as requested.</li> </ul>   |
| 6. Actively contributes to Health & Safety   | <ul style="list-style-type: none"> <li>• Ensures compliance with the Health and Safety Act 2015 by:</li> <li>• Take reasonable care of your own health and safety and ensure that you don’t cause harm to others</li> <li>• complying with all health and safety instructions, policies or procedures, including but not limited to;</li> <li>• reporting incidents and unsafe practices as soon as they occur</li> <li>• identifying risks, reporting them and taking appropriate action to mitigate them</li> <li>• knowledge, and compliance of, emergency procedures</li> <li>• completing mandatory training within the required timeframes</li> </ul> |
| 7. Animal health and hygiene practices are implemented   | <ul style="list-style-type: none"> <li>• Implements standards for animal care and ensures these are consistently provided and reported on regularly.</li> <li>• Contributes towards the development and implementation of policies and procedures to ensure effective Infection Control Practices in the SPCA.</li> </ul>   |
| 8. Develops and maintains professional vet skills and capabilities   | <ul style="list-style-type: none"> <li>• Participates in vet groups and other relevant professional bodies.</li> <li>• Maintains an up to date view on the latest issues in vet practice.</li> <li>• Maintains registration with New Zealand Vet Council.</li> <li>• Participates in professional development for self.</li> <li>• Maintains vet credibility as much as possible for the SPCA through effective external professional relationships in the vet sector.</li> </ul>   |
| 9. Carries out other duties as required from time to time.   | <ul style="list-style-type: none"> <li>• Provides support and assistance to SPCA events and campaigns as requested.</li> <li>• Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit the scope or the functions of the position. Duties and</li> </ul>  |

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|  | responsibilities can be amended from time to time by the Employer to meet any changing condition. |
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### **INTERNAL/EXTERNAL RELATIONSHIPS:**

- Vets, all SPCA Staff and Management
- Volunteers and students
- Other vets in private practice
- Educational facilities specialising in vet and animal health training
- SPCA Customers
- Key stakeholders
- Local councils
- Rescue Groups

### **PERSON SPECIFICATION:**

#### ***Qualifications and Experience***

- A fully qualified Vet, ideally with a minimum of three years experience in clinical practice, particularly around spay neuter surgeries of both cats and dogs
- Experience in surgical procedures, both routine and non-routine
- Professional registration as a Veterinarian

#### ***Skills & Knowledge***

- Competency in clinical veterinarian practice
- Excellent written and oral communication skills– including statistics, report writing, systems
- Good inter-personal skills - the ability to build rapport with staff, stakeholders and suppliers
- Strong time and budget management, organisational and planning ability
- A sound understanding and empathy with the goals and values of SPCA
- Able to make sound, informed decisions based on animal welfare

#### ***Personal Attributes***

- A commitment to high-quality work and professionalism
- Highly organised with the ability to prioritise, multi-task and meet expected deadlines
- Ability to manage confidential information with responsibility and integrity
- Ability to manage stress and handle emotional situations while retaining empathy
- Has a strong commitment to the values of SPCA

