



AMRRIC

(Animal Management in Rural and Remote Indigenous Communities)

AMRRIC works in partnership with a range of stakeholders to facilitate sustainable, culturally-sensitive, professional animal health programs in rural and remote Indigenous communities. It is the only such independent organisation currently working in this field across Australia.

**AMRRIC encourages Aboriginal and Torres Strait Islander people to apply for this position.
AMRRIC is an Equal Opportunity Employer**

Job Information Pack

This pack provides some general information about AMRRIC, the position that you are applying for and things you might find useful when applying for a position with us.

It is impossible to include everything you might want, so please contact us if you need any more information. You can visit our website www.amrric.org or contact Julia Hardaker, Executive Officer on (08) 89418813 or 0428485436 or on juliah@amrric.org.

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Current Vacancy; Administrative/Finance Officer- Fulltime for 3 years

(1) Role Profile

Job Title:	AMRRIC Administrative/Finance Officer
Reports to:	Executive Officer
SALARY	\$45,000 - \$55,000 (commensurate with experience) pa + Salary Packaging + 4 weeks Annual Leave +
Position Objective:	<ul style="list-style-type: none">• Commit to the core values and philosophy of AMRRIC• Achieve objectives and strategies relevant to AMRRIC• Ensure that the responsibilities of this position are carried out in accordance with, AMRRIC Policies and Procedures
Primary Function:	The AMRRIC Administrative/Finance Officer is responsible for the day to day office management, finance and other administrative duties as per job description
Job Description	
Other duties	<ul style="list-style-type: none">• Office administration (answering phone and general email enquiries)• Ensure the office is equipped with stationery etc.• Manage the membership database, processing of membership payments, and related correspondence, updating member information• Managing sales of AMRRIC resources.• Collecting, distribution, filing correspondence• Undertaking mailouts/email of newsletters and other member/stakeholder items• Working with the Bookkeeper/Finance to undertake basic finance administration/invoicing/Accounts Payable – raising invoices and purchase orders• Assisting the AMRRIC team to produce education resources• Assisting the AMRRIC team with research• Assist with organisation of conferences/training/workshops etc• Editing and proofing of documents• Organising internal staff travel arrangements• Undertake other reasonable duties as required by EO• Adhere to the philosophy, principles and goals of AMRRIC• Act as an advocate for AMRRIC.

(2) JOB APPLICATION PROCESS

Applicants are asked to explore the website www.amrric.org

The Selection Criteria (see over page) reflect the job specific knowledge and experience, core skills and personal

qualities required for the position. In their assessment of applicants the Selection Panel will be considering statements made against the selection criteria listed below.

The written application

Your written application is the first impression that the selection committee has of you. It is important to make sure your application contains all the important information the committee needs to make its first assessment.

It should include the following:

- **A response against each of the selection criteria** (see over the page). This is your opportunity to set out your claims under each criterion. Remember to give examples of the things you have done which show you have the ability to perform the duties of the job. Keep to relevant examples and refrain from theory. Your response can be in narrative or dot point.
- **A Curriculum Vitae, Resume** or other employment history record.
- **Applicants must include a cover letter** which includes all applicants contact details and the names and **contact details of 2 recent referees** (one recent employment specific). who are willing to be contacted prior to interview.

All applications need to be submitted and received by 5pm Friday 6.5.11

Applications received after the closing date advertised will not be accepted.

Please send your application to juliah@amrric.org or post to:

Ms Julia Hardaker
Executive Officer
AMRRIC, PO Box 1296, DARWIN NT 0801

For enquiries phone Julia on (08) 89418813 or 0428485436.

Further assessment

The selection panel usually, but not always, decides to interview those people who are assessed most highly against the selection criteria. An interview gives the selection panel an opportunity to meet applicants and for applicants to find out more AMRRIC and the job, and to make their case for selection.

If you are applying from interstate you might be interviewed by telephone/Skype. The selection panel will let you know.

If there is anything you need to help you during this process, please detail your requirements by email or talk to Julia Hardaker as soon as possible.

Referees

As part of your application you should provide the names and contact details of two referees who can talk about your abilities against the selection criteria of the job. This would usually include your current supervisor.

In most cases the selection panel will ring the referees and talk to them if you are being seriously considered for the job. Sometimes a selection panel will ask you to bring written references (against the selection criteria) with you to an interview.

Selection Criteria

Essential

1. Demonstrated extensive Office Administration experience
2. Strong team player with capacity to work independently
3. Strong verbal & written communication skills
4. Demonstrated application of initiative
5. Intermediate/Advanced level of skills in Microsoft Office Suite
6. Basic financial administration skills (MYOB or equivalent software)
7. Ability to manage data bases

Desirable

8. Tertiary qualifications in business management
9. Understanding and appreciation of AMRRIC services
10. Research skills

(3) BENEFITS OF WORKING WITH US

We have innovative policies and strategies and funded programs to attract and retain a diverse, skilled and flexible team. AMRRIC is recognised nationally and internationally and is a rapidly growing organisation.

Pay rates

AMRRIC provides a comprehensive package with an attractive salary and conditions of service. We are happy to talk with you about this before you apply for a position or before we make you a formal offer of employment.

Salary packaging

You can salary package items such as superannuation and mortgage through our salary packaging arrangements.

Learning and development

Staff are encouraged to work with their EO to identify areas for learning and development and actively pursue these through training courses and specialised seminars et

Additional benefits

We offer significant additional benefits such as:

- an attractive superannuation scheme;
- flexible working hours;
- four weeks annual leave;
- the option to purchase additional annual leave.

Unique Opportunities

The position offers unique opportunities such as:

- Opportunities to gain new skills
- Working with a great team
- Being part of a rapidly growing organisation

(4) AMRRIC Background Information

AMRRIC (Animal Management in Rural and Remote Indigenous Communities Inc.) is a non-profit, DGR status (deductible gift recipient) Association. AMRRIC works in partnership with a range of stakeholders to facilitate sustainable, culturally-sensitive, professional animal health programs in rural and remote Indigenous communities. It is the only such independent organisation currently working in this field across Australia. AMRRIC's programs do far more than benefit dogs and other animals – they contribute significantly to an improvement in community health and wellbeing. Its coordinated and unified approach has been shown to be an effective and sustainable way to address this critical and complex public health issue.

The Issues

- Most Indigenous communities in Australia have longstanding problems in the management of the health and welfare of animals within their communities – and little to no resources, education or professional help to change the situation.
- The most common problems relate to animal welfare and public nuisance. They include overpopulation from uncontrolled dog breeding; visibly diseased, malnourished and dying dogs; external and internal parasites; constant noise and nuisance from fighting and pack behaviour; scavenging for food; environmental health issues of faecal contamination and spread of rubbish and public safety concerns with dog bite injuries.
- The threat and occurrence of zoonotic diseases (those that spread from animals to humans) is readily demonstrated, for e.g. gastrointestinal pathogens and transient scabies Canine scabies (mange mite), an external parasite endemic in most Indigenous communities, is one example. The irritation and lesions that can develop in humans from infestation by the dog mange mite can be a factor in serious consequences, including kidney disease.
- Another highly significant issue relevant to AMRRIC's work is the internationally established link between animal abuse and child abuse; in any household, it has been shown that if animal abuse is occurring, it is highly likely there will be human abuse and vice versa. Supporting respect and empathy towards animals in children and adults empathy towards animals is a key objective of AMRRIC programs.

Vision

Rural and remote Indigenous communities that are healthy and safe for people and animals.

Purpose

The purpose of AMRRIC is to help raise the personal health standards of Indigenous peoples by improving the health of companion animals in rural and remote Aboriginal and Torres Strait Islander communities.

Operating Principles

AMRRIC has developed a set of principles to guide its operations and to make clear to stakeholders and partners how it seeks to operate.

1. AMRRIC works in partnership with Indigenous communities with the long term aim of strengthening each community's capacity to effectively plan for, and manage, animal health and welfare and related issues.
2. AMRRIC is founded on the belief that Australia needs an authoritative source of expertise and experience on Indigenous animal health and welfare. We work in partnership with other agencies, federal, state, territory and local governments, NGOs, various professions, and individuals to achieve our vision and purpose. "Hub and spokes" is one possible description of our organisational model.
3. AMRRIC's funding comes primarily from a range of government and non-government sources.
4. AMRRIC is committed to finding ways to enable Indigenous communities to advise us on the direction and focus of our activities at a Board level.
5. AMRRIC seeks at all times to act in a culturally sensitive manner and to engage Indigenous communities and their members in operational programs and decision-making.
6. AMRRIC aims to base programs and activities on a broad range of the best multi-disciplinary scientific data, effective data management systems, and on the skills and experience of our partners and other stakeholders.
7. AMRRIC is committed to high quality service delivery standards and is working towards developing and implementing appropriate accreditation and QA standards for the work we undertake.
8. Based on actual community case studies, AMRRIC's long term goal is to develop programs and models of service delivery that can be replicated across Australia.
9. Capacity and capability building through effective training and education programs for communities, professionals and trainees underpins all our activities.

Aims and Objectives 2007 – 2012

As AMRRIC is a relatively young organisation we have consciously taken a medium term 3-5 year view in articulating a set of integrated aims and objectives.

AMRRIC aims to:

- Build the capacity of Indigenous communities to sustainably manage animal health and welfare issues
- Build awareness, capability and standards of the health care professionals and Indigenous community employees who are currently engaged in Indigenous animal health and welfare support and/or are interested in gaining more knowledge of the issues
- Put AMRRIC itself on a firm footing through developing appropriate systems, infrastructure, relationships and financial sustainability.

AMRRIC's objectives are to:

1. Implement AMRRIC's sustainable, evidence-based model of companion animal care that is delivered in partnership with Indigenous communities and other stakeholders
2. Work with stakeholders to encourage Indigenous communities to be engaged in culturally appropriate, sustainable animal management programs
3. Partner Governments, NGOs and communities to develop and implement effective animal management policies at national, state and local government level
4. Facilitate the provision of a range of culturally sensitive and professionally accountable education and training programs and conferences for vets, Environmental/Public Health workers, Indigenous community members and community employees

5. Work with stakeholders to develop principles / protocols and accreditation for health professionals and other individuals that deliver animal health and welfare programs in Indigenous communities
6. Develop a national database to track and inform Indigenous animal management activities
7. Heighten and broaden community awareness of Indigenous health and animal welfare and management issues through advocacy and communication programs
8. Encourage and facilitate appropriate and culturally sensitive research programs to underpin and inform effective Indigenous animal management programs
9. Build AMRRIC itself as a sustainable, effective and accountable non-government organisation.

(5) AMRRIC Staff Code of Behaviour

Employees will agree to:

- Abide by the philosophy of Animal Management in Rural and Remote Indigenous Communities (AMRRIC).
- Observe all the rules of AMRRIC including those specified in the constitution (see Organisation Management for copy).
- Adhere to all organisation policy and procedure.
- Represent AMRRIC in a positive way.
- Not discuss confidential issues of AMRRIC with people outside the organisation.
- Not access pornography through AMRRIC equipment or during working hours;
- Not using AMRRIC systems to access child pornography. AMRRIC has a zero tolerance of this issue and will be dealt with promptly, including reporting to relevant law enforcement agencies;
- Not take illegal drugs or consume alcohol when on duty or on the premises, nor prior to commencing duty (blood alcohol level must be less than .05).
- Using inappropriate, unlawful or prohibited behaviour management practices or strategies.
- Follow any grievance procedures set down by the Board to try to resolve any conflicts with other staff or members of AMRRIC
- Not harass in any form stakeholders, other staff or members of AMRRIC.
- Not abuse, physically or verbally, stakeholders, other staff or members.
- Treat stakeholders with courtesy, respect and consideration, act on complaints and provide services to the best of their ability.