

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.

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 <http://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: Education Program Officer Fulltime for 2 years (possibly extended)

(1) Role Profile

Job Title:	Education Program Officer
Function/Department:	AMRRIC
Reports to:	Executive Officer
SALARY	\$55,000.00 pa + Salary Packaging + 4 weeks Annual Leave + Super
Primary Function and Objective:	The Education Program Officer is responsible to the Executive Officer to ensure the development of appropriate programs and resource materials and delivery of education programs to schools, community organisations and government workers in urban, rural and remote communities.

Major Responsibilities

The Education Program Officer will work as part of the team towards the achievement of AMRRIC KPIs by:

- Using education resources based on significant evidence based research which has already been developed and those being developed by AMRRIC underpinned by best practice models developed over many years to deliver an animal welfare and control education strategy across the NT.
- Designing, adapting and developing promotional and educational materials for a multi media strategy initiative to assist communities, community educators, frontline workers, service providers, Government and non Government agencies in order to promote community awareness.
- Contributing to the development and implementation of NT shire animal welfare and control education strategies
- Working to build individual and community capacity to increase responsible animal ownership in NT Indigenous communities through education strategies
- Delivering education to schools, local workers and community organisations in urban, rural and remote NT communities.

The Successful candidate will also be expected to:

- Act as an advocate for AMRRIC.
- Attend and/or speak at relevant meetings and conferences.
- Adhere to the philosophy, principles and goals of AMRRIC
- Undertake other reasonable duties as required by EO.

Expected Outcomes:

The outcomes from the education programs would include;

- Indigenous people are more proactive in seeking solutions to their animal's health problems.
- communities and stakeholders have a better understanding of the relationship between Indigenous peoples and their companion animals
- better understanding of the benefits of owning fewer healthier happier animals
- people engage in desexing their animals more readily
- Indigenous people better understand the links between their health and that of their animals and more readily engage in preventative health practices to keep their animals and themselves healthier.

Selection Criteria

Essential

- Demonstrated ability to develop working relationships with key stakeholders to deliver programs and/or community awareness initiatives.
- Demonstrated experience in working in/with Indigenous communities and/or in multi cultural settings.
- Demonstrated high level oral and interpersonal cross cultural communication skills in a community development context including effective presentation skills
- Demonstrated ability to design, adapt and develop educational resources
- Demonstrated ability to implement and monitor measurable strategies.
- Demonstrated ability to write reports and sound computer skills including Microsoft Word, Powerpoint, Excel, Publisher or other similar programs
- Proven high level of motivation, initiative, interpersonal skills, and the ability to work as a part of a small team and produce effective results with minimum supervision.
- Current driver's licence and willingness to travel to and stay in remote indigenous communities

Desirable

- Sound knowledge and demonstrated understanding of the relationships between Indigenous people and their dogs, community dog issues faced by people.
- Tertiary qualifications and experience in a relevant discipline

Personal Attributes that will be of benefit to this position

- Proactive and self managed
- Team oriented
- Flexible and willing to work long hours in peak periods
- Culturally sensitive
- Honesty and integrity
- Perseverance
- Strong skills in the following areas:
 - Interpersonal and presentation skills
 - Time management and organisational skills
- Capability to establish strong networks

Technical Knowledge & Job Specific Skills

- Tertiary qualifications in a relevant field
- Exposure to a broad range of Health issues and programs
- Keen interest in promoting and increasing Animal Welfare
- Strong team player with a hands-on style
- Strong computer literacy
- Sound knowledge of indigenous culture and issues
- Sound knowledge of participatory planning processes
- Strong negotiation skills
- Strong communication skills
- Sound ability to interpret data

(2) JOB APPLICATION PROCESS

Applicants are asked to explore the website www.amrric.org and to read the AMRRIC program principles at <http://amrric.org/principles-of-amrric-dog-health-programs/>.

The Selection Criteria 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**. 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.
- The contact details of 2 current referees.
- Applicants must include a cover letter which includes all applicants contact details and the names and contact details of 2 current referees who are willing to be contacted prior to interview.

All applications need to be submitted and received by 5pm Friday 26th Feb 2010

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. 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.

(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.

Pay rates

AMRRIC Provides a comprehensive package with a good salary and excellent conditions of service.

Salary packaging

You can salary package items such as superannuation, credit cards 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 etc where relevant to the work that we do and subject to funding.

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

- Travel to some of the most remote and beautiful areas of Australia
- Opportunities to gain new skills
- Working with a great team of experienced people from a diverse backgrounds
- Be part of a rapidly growing organisation

(4) AMRRIC Background

AMRRIC (Animal Management in Rural and Remote Indigenous Communities Inc.) is a non-profit, DGR status (deductible gift recipient) Association. The organisation was incorporated in the Northern Territory in April 2003.

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 with spreading of rubbish; and public safety concerns with dog bite injuries - to children in particular - from aggressive animals.
- The threat and occurrence of zoonotic diseases (those that spread from animals to humans) is readily demonstrated. Canine scabies (mange mite), an external parasite endemic in most Indigenous communities, is one example. The irritation and lesions that develop in humans from infestation by the dog mange mite can have 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. Instilling 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 and 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 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. Develop sustainable, evidence-based models of companion animal care that can be 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, aims and objectives (see About Us www.amrric.org) of 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 organization.
- 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.