

Position Description

Position Title:	Program Vet Nurse Educator
Position Classification:	Practice Manager L5, Animal Care and Veterinary Services Award
Employment Status:	Full Time, Fixed Term Contract (2 years)
Position Location:	AMRRIC Head Office, Darwin
Reports to:	Regional Program Manager – NT/QLD (RPM)
Role Purpose:	The Program Vet Nurse Educator assists the Regional Program Manager(s) with the delivery and coordination of AMRRIC's One Health-focused companion animal management services nationally. The role combines clinical veterinary nursing and program operations with community engagement and contribution to animal health education activities as part of remote program delivery.

1. CORE DUTIES

1.1. Program Operations

- With AMRRIC staff, contracted professionals and volunteers, attend remote programs nationally, and fulfill a clinical veterinary nurse role:
 - Typical duties may include being the lead veterinary nurse supporting veterinary surgeries, anaesthetic monitoring, administration of anti-parasitic treatments, asepsis management of remote clinical setups, surgical preparation, and remote clinical setups and pack-downs etc.
- Travel to remote communities for program delivery for up to 10–15 days per month during peak periods, typically between March to October.
- Where required and with remote support structures, undertake remote program delivery in a team lead role, having responsibility for a multi-disciplinary team.
- Under the direction of the RPM assist with all functionalities relating to AMRRIC's One Health focused services, including but not limited to:
 - implement program plans and logistics including administrative tasks associated with travel bookings and purchasing.
 - coordination of veterinary drugs, consumables and equipment, including ordering and stock control.
 - coordinate maintenance of veterinary equipment and processing of surgical kits
 - coordinate with the Programs Admin Coordinator for vehicle maintenance and safety management ensuring readiness for programs.

- contribute to data capture and report writing as part of the monitoring and evaluation of program plans.
- under direction, coordinate and execute in field research sampling.
- support community engagement and education outcomes, including delivery of animal health education sessions in remote schools or community events under the direction of AMRRIC's Community Animal Care Educator.
- Contribute to organisational reporting requirements as required.
- Other duties, consistent with skills and experience, as directed by the RPM.

1.2. Advocacy and Stakeholder Engagement

- Promote and share knowledge regarding AMRRIC's One Health-focused companion animal management services through representation at public forums, community meetings, and conferences.
- Communicate effectively with a diverse range of stakeholders to build and maintain relationships particularly within remote communities, including but not limited to seeking permissions to undertake programs, arranging local liaisons, meeting with schools and community groups.
- Practice cultural humility in order to deliver culturally responsive services.
- Work with team members to develop stories and awareness raising material for the promotion of the work of AMRRIC.
- Regularly review and update organisational systems such as AMRRIC's CRM (customer relationship management program) for program stakeholder engagements contributing to reporting.
- Maintain and exercise discretion in the use of confidential information.

1.3. Professional Development

- Actively participate in AMRRIC team meetings, planning days and organisational activities.
- Participate in cultural safety training and learning activities relevant to the role.
- Maintain relevant knowledge around animal management.
- Maintain relevant veterinary clinical knowledge relating to remote veterinary program delivery.

1.4. Scope

- Flexibility and willingness to travel and stay in remote communities for up to 10-15 days per month.
- Work additional hours as required.

2. SELECTION CRITERIA

2.1. Qualifications

- Bachelor in Veterinary Technology, or Certificate IV in Veterinary Nursing, and minimum 3 years' experience post qualification.
- Formal qualifications in project management or minimum 2 - 4 years demonstrated relevant experience such as practice administration.



- Current First Aid Certificate or the ability to acquire.
- Unrestricted driver's license, and ability to drive manual vehicles
- Ability to obtain a non-disclosable National Police Criminal History Check
- Working with Children check valid across jurisdictions, or the ability to obtain such.

2.2. Experience & Skills

- Demonstrated competency in anaesthetic monitoring and all aspects of patient preparation and care for routine surgical procedures.
- Demonstrated experience in veterinary stock control and equipment maintenance coordination.
- Sound computing and data management skills including the use of Microsoft 365, including Outlook, Teams, SharePoint, Word, Excel, PowerPoint and Planner.
- Demonstrated data entry ability (this role will require use of applications to record data out in the field).
- Experience in team coordination including demonstrated leadership and/or mentorship in a veterinary setting.
- Demonstrated excellent verbal/written communication with a diverse range of stakeholders, including the ability to relate to, motivate and empathise with a range of people from different backgrounds.
- Ability to effectively communicate knowledge of companion animal health issues with culturally and linguistically diverse persons.
- Demonstrated enthusiasm for and commitment to animal health and wellbeing.
- Demonstrated passion around health and wellbeing in remote Aboriginal and Torres Strait Islander communities.

2.3. Desirable

- Previous experience in coordination of veterinary services through community programs or in shelters desirable but not essential, including experience in logistics and resource planning.
- Confidence and capability to deliver engaging education or presentations to diverse audiences, including through school-based activities, community events, workshops and/or industry or professional settings.
- Previous experience in a not-for-profit environment.

