



JOB PROFILE

Post Title:	Veterinary and Livestock Assistant
Portfolio:	Environment Natural Resources and Planning
Responsible to:	Livestock Services Officer
Responsible for:	Senior Veterinary Worker
Grade:	C

Job Purpose

To improve the lives of all within our community and help the island thrive by being responsible to the Livestock Services Officer for the delivery of a veterinary programme for both farm and domestic animals.

Main Duties and Responsibilities

1. Responsible for the implementation of the routine veterinary programme across the Island, including treating and deworming of farm animals.
2. Diagnosis and treatment of both farm and domestic and to ensure that client cards and data records are kept up to date.
3. To be prepared to undertake certain basic surgical operations for domestic and farm animals as specified by the Senior Veterinary Officer and other miscellaneous surgical operations to include castrations of pigs, goats and sheep.
4. Take responsibility for the safe use of all veterinary drugs under their control and promotion of safe veterinary practices.
5. Assist the Livestock Services Officer with stock and equipment estimates and the procurement and stock control of veterinary drugs procured for the veterinary and livestock programmes.
6. Assist the Livestock Services Officer in providing advice to all animal owners on breeding programmes, animal husbandry, welfare and management.
7. Assist the Livestock Services Officer to ensure that relevant legislation is upheld with respect to animal quarantine, male animal registrations and animal trespasses.
8. Ensure that the Small Animal Surgery is kept to a standard that promotes a quality small animal veterinary service.
9. Assist with the management of sheep pounds and enforce the appropriate actions when procedures are breached.



JOB PROFILE

10. Take responsibility for a Personal Development Programme, including work experience students from Prince Andrew School.
11. Humanely destroy cats, dogs and any livestock as requested by the public.
12. Assist the Livestock Services Officer in monitoring of the agricultural importing and exporting system including, animal germplasm and apiculture elements. This could include boarding the MV Helena and or Aircraft when animals are arriving on and leaving the Island and providing a supporting agricultural authority to SHG Customs staff.
13. Provide assistance to the Livestock Services Officer and Senior Veterinary Officer in performing Artificial Insemination for cattle and goats as requested by livestock producers.

Special Conditions

- Regular after hour emergency veterinary call-out team and dealing with irate farmers and pet owners;
- Working with drugs and anaesthetics; and potential exposure to zoonotic diseases;
- Working with animals that can cause physical harm and damage and travelling across pastures on foot to reach livestock and some necessity to work in a dirty environment during rainy weather;
- Boarding vessels to assist the Senior Veterinary Officer with animal quarantine duties;
- Must attend medical checks at hospital on a 6 monthly and yearly basis;
- Boarding vessels for animal quarantine duties as and when required;
- Control Officer Responsibilities – supporting police work regarding animal offences;

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.



JOB PROFILE

Core Competency Framework

Competency	Level
Professional Development: N/A	(i)
Planning & Delivery of Work: <i>Plans and organizes work to meet objectives whilst achieving quality and value for money. Identify information needs and ensures delivery to plan in a timely and effective manner. Recognises good and tackles poor performance</i>	(iii)
Analysis and use of Information: <i>Gathers, summarises and interprets data with attention to detail. Follows guideline for identifying problems and capable of resolving day-to-day problems.</i>	(ii)
Decision Making: <i>Solves problems that have significant short-term implications for the directorate and assesses the impact of decisions made. Decisions are formed based on trends, patterns and causes rather than just symptoms and is evidence based and made in compliance with policy guidelines.</i>	(iii)
Working with Others: <i>Builds good working relationships and engages effectively with others to develop appropriate solutions/improvements.</i>	(ii)
Communication: <i>Ensure important messages are understood and written communications are well structured and have clear meaning. Presents information that have a positive impact on others and engages with them to understand their needs</i>	(iii)
Influencing and Persuading: <i>Team player, receptive to constructive feedback and seeks clarification when necessary. Confident in expressing difference of opinion in a constructive manner.</i>	(ii)
Dealing with Change: <i>Flexible, adaptable and receptive to any change initiatives. Will support colleagues in understanding and embracing change by focusing on benefits to self and others.</i>	(ii)
Continuous Improvement: <i>Willing to learn and develop self and team in job role to work efficiently.</i>	(ii)
Managing Resources: <i>Ensures team members understand key issues affecting their work and their role within SHG and tackles poor performance promptly.</i>	(iii)



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
GCSE or equivalent in English, Mathematics and Science at Grade C or above	E	√	
A valid driver's licence to class C	E	√	
A formal qualification in agriculture, or veterinary nursing	D	√	
Training in Customer Care and service provision	D	√	√
Knowledge & Experience:			
At least 2 year's experience in veterinary practices, ailment diagnosis and treatments	E	√	√
At least 1 year's experience of performing livestock surgical operations;	E	√	√
At least 1 year with good communication skills and experience of dealing with the public in some form	E	√	√
Skills and Abilities:			
Basic statistical analysis	E	√	√
Intermediate analysis of information	E	√	√
Intermediate IT skills	E	√	√
Will need to have good written and excellent verbal communication and interpersonal skills to communicate with the farming community and pet owners	E	√	√
Good interviewing and negotiating skills	E	√	√
Good presentation skills when giving advance and guidance to clients	E	√	√
Good people management skills	E		√
Excellent Customer Care Skills	E	√	√
Other:			
Willingness to work flexibly	E		√
A good understanding of health and safety practices in veterinary services	E		√
Keen and genuine interest in animal management and aftercare	E		√
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		√



PERSON SPECIFICATION

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

N/a