

Position Description

Position title:	Cat Management Officer
Position number:	New
Group:	Regulatory Services
Reports to position title:	Manager Compliance and Enforcement
Number of direct reports:	<input checked="" type="checkbox"/> Nil <input type="checkbox"/> 1 - 3 <input type="checkbox"/> 4 - 6 <input type="checkbox"/> 7 - 9 <input type="checkbox"/> 10 +
Range or classification:	Pay point 13 – 18
Approved:	11 August 2025

About the Group

The Regulatory Services Group comprises two teams: Compliance and Enforcement (incorporating Building and Plumbing; Ranger Services; and Investigation and Enforcement teams).

The Ranger Team supports council's strategic outcomes through effective enforcement and education activities across key areas including animal control, parking, by-laws, fire hazards and declared weeds.

Duties and Responsibilities

1. Provide accurate advice and guidance to council, breeders, assistance cat handlers, trainers, and members of the public on matters relating to cat management and compliance.
2. Represent council at community and stakeholder cat management meetings.
3. Educate and inform the community and liaise and consult with key stakeholders on matters relating to by-laws, relevant Acts, Regulations, and other legislative requirements.
4. Deliver and support community education initiatives that promote responsible pet ownership, with a focus on preventing cat roaming, including proactive engagement with pet owners through targeted campaigns and ongoing outreach.



5. Undertake targeted patrols in identified hotspot areas and peak times, complemented by proactive engagement with park users, local businesses, and community groups to address issues early and collaboratively.
6. Maintain a high standard of customer service by responding promptly to service requests, providing clear and timely feedback to customers, and managing cat-related complaints in accordance with council procedures.
7. Ensure accurate record keeping and data management, including the timely maintenance of electronic databases and departmental activity logs.
8. Collect and manage lost or stray cats in line with council's operational timelines, standards, and procedures, ensuring animal welfare and community safety.
9. Support investigations by providing relevant verbal and written information, documentation, and records to assist with the enforcement of legislation, regulations, and by-laws.
10. Lead or contribute to the planning, coordination, and delivery of cat management projects and initiatives, ensuring they are delivered on time, within scope, and aligned with council's strategic objectives.

In addition to the above, a worker may also be directed to carry out duties and tasks as are within the limits of the worker's skill, competence and training.

Selection Criteria

1. Minimum of Certificate IV in Animal Contact and Regulation or have the applicable industry experience or other relevant qualification. **(Essential)**
2. Working with Vulnerable People Card (Tasmania). **(Essential)**
3. Current and valid Tasmanian Drivers Licence essential. **(Essential)**
4. Demonstrated experience in animal handling, with a strong focus on cat behaviour and welfare, and a sound understanding of contemporary cat management approaches.
5. Proven ability to interpret and apply legislation, regulations, local laws, and policies, including experience in investigating offences, enforcing compliance, and translating complex requirements into practical community education and engagement initiatives.
6. Experience in developing and delivering effective community education programs, particularly those aimed at promoting responsible pet ownership and behavioural change.
7. Highly developed communication skills, both verbal and written, with the ability to provide clear advice, prepare reports and correspondence, and engage confidently with a wide range of stakeholders including members of the public, businesses, and community groups.
8. Strong customer service and interpersonal skills, including the ability to respond promptly and respectfully to enquiries and complaints, provide practical solutions, and manage interactions with difficult or distressed individuals.
9. Excellent organisational and digital literacy skills, with the ability to manage time and competing priorities effectively, gather and analyse data, maintain accurate records, and use technology to support service delivery and collaboration.

Desirable qualifications, licenses, registrations or experience

10. Experience in local government animal control operations.

Authority and Delegations

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

- Delegations/Powers of entries apply to this position.

Pre-Employment Requirements

Child and Youth Safety

Council is committed to the safety and wellbeing of children and youth while enabling their participation as a valued member of our community.

We have zero tolerance to child or youth abuse or harm. You are obligated to prioritise the safety of children and youth you interact with in the performance of your role and to report conduct of concern. For further information, please refer to our Safeguarding Children and Youth Policy and Code of Conduct available on our website, and the *Registration to Work with Vulnerable People Act (Tas) 2013*.

- A Registration to Work with Vulnerable People (Tas.) is required.

National Police Check

- A current National Police Check is required for this position to assess the suitability of the preferred candidate. Appointment to the role is subject to the results of the check, and candidates whose history is deemed unsuitable will not be offered employment.