



Falkland Islands Government – Job Description

Job Title:	Agricultural Assistant (Veterinary Nurse)		
Department:	Natural Resources	Section:	Veterinary
Reports to:	Practice Manager		
Grade:	F	Job Code:	401VN1

Job Purpose

To provide basic, day to day care of in patients, assist the Veterinary Officers with clinical and surgical cases and support the Veterinary Officers and Practise Manager with housekeeping and administrative tasks.

Job Facts & Figures:

The Veterinary Service is a multi-faceted department providing a clinical service and performing public health and government veterinary administrative duties, therefore a wide range of tasks have to be performed by vets and support staff alike.

Main Accountabilities:

- ❖ Carry out daily animals are tasks (such as cleaning kennels and feeding) and daily veterinary nursing tasks such as administering medications, under the direction of the Veterinary Officers, to ensure a high standard of clinical care and animal welfare is maintained. These tasks may include non-routine procedures such as administrating basic first aid in emergencies or intensive care nursing.
- ❖ Perform medical and surgical veterinary nursing tasks in the clinic and in the field. This includes (but is not limited to) preparation of equipment, preparing and running samples for analysis, patient and anaesthetic monitoring and assisting in procedures that require more than one person to ensure the best possible care and observation during operations. Nursing for AI or ET programs may be required.
- ❖ Manage surgical and medical equipment and areas to ensure it is maintained in good working order and a high standard of cleanliness.
- ❖ Manage the veterinary reception area and daily diary to ensure availability for consultations and emergencies during work hours to provide the best service for clients. This includes (but is not limited to) phone duties, taking payments, putting up repeat prescriptions (under the direction from the veterinary officers) and giving basic advice to pet owners.
- ❖ Support the practice manager by completing health and export certificates for the fishing, meat and wool industries and import/export certificates for animals and products, to provide the necessary fast and accurate service during certain periods of high workload.
- ❖ Provide administrative support to Veterinary Officers and Practice Manager. Duties may include (but are not limited to) typing letters and inspection reports and assisting the Practice Manager with stock taking and stock control to ensure a high level of accuracy in stock kept.
- ❖ Dispense drugs for the dog dosing program and help on dog dosing days to ensure the program is followed and correct records of dosed dogs are kept.
- ❖ Input cattle registration and movements into the cattle registration program to ensure records stay up to date at all times.



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Main Accountabilities: *(continued)*

- ❖ Provide cover for the role of Practice Manager during periods of leave/illness.
- ❖ Assist in the control of disease in the event of an infectious outbreak.
- ❖ Send out annual stock return forms and receive and collate the information into the annual Falkland Islands Farming Statistics.
- ❖ Along with other staff members, organize, collect, process and send wool core and mid-side samples for analysis in New Zealand.
- ❖ Maintain and update the DoA website and Facebook page as required.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

Additional Information:

- ❖ Travel away from Stanley involving being away overnight may be required.
- ❖ The position is based within the Falkland Islands Government's Department of Agriculture and due to our close working relationship occasionally the post holder will have to help out with work at Saladero.
- ❖ The post requires some handling of dangerous drugs.



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Person Specification:		Agricultural Assistant (Veterinary Nurse)		
Criteria	Essential	Desirable	Assessment Method	
Education and Training:				
GCSE grade C (or equivalent) or above in English and Maths.	✓		A	
Level 3 Diploma (or equivalent) in Veterinary Nursing or the ability to obtain one within a short period of time.	✓		A/I	
Full, manual drivers licence.	✓		A	
NVQ II (or equivalent) in Administrative and Business or Customer Care or a related subject.		✓	A	
Knowledge, Skills and Experience:				
5 years' experience working in an animal care position that involves handling small and large animals.	✓		A/I/R	
Ability to work in an environment that involves blood, urine, faeces and other bodily fluids.	✓		A/I/R	
Competent computer skills in Microsoft Office programmes (including Access and Publisher).	✓		A/I/R	
Excellent communication skills to liaise with clients and colleagues.	✓		A/I/R	
Experience in working at a busy reception desk.	✓		A/I/R	
Basic knowledge of pharmacology, anaesthesia and surgical principals.		✓	A/I	
Basic knowledge of care of pregnant animals and hand rearing of new born animals.		✓	A/I	
Experience of computerised veterinary systems, specifically EZVETPRO.		✓	A/I	
Previous experience of import/export certification of animals, food products or wool.		✓	A/I	
Personal Attributes:				
A high level of confidentiality.	✓		I/R	
A good sense of sensitivity and empathy when dealing with clients that may be distressed, worried or sad.	✓		I/R	
Good common sense with the capacity or organise your own duties, solve problems, develop contacts and work independently when required.	✓		I/R	
Willingness to undertake further training.	✓		I/R	
A neat and tidy appearance with a sense of humour, self-confidence and adaptability.	✓		I/R	
Keen to teach students during work experience and occasionally provide a lesson/information for a school class or during school visits.		✓	I	

Method of assessment:

A - Application Form

I - Selection Interview

R – Reference

P - Presentation