



Ottawa Humane Society Job Description

Job Title:	Manager: Animal Population
Reports to:	Director: Operations

JOB PURPOSE

The Manager: Animal Population is responsible for the effective performance of Ottawa Humane Society (OHS) functional areas including Foster, Intervention Services, managed intake and for the effective management of animal flow from pre-intake to adoption.

DUTIES AND RESPONSIBILITIES

- Ensure pathway planning for all shelter animals
- Oversee daily population rounds
- Collaborate with all shelter teams to maximize efficient animal flow
- Research, develop and implement, manage, monitor, and evaluate all aspects of OHS intervention services and foster department
- Oversee successful onboarding of new transfer partnerships and support existing transfer partnerships.
- Monitor and evaluate program and process effectiveness, including statistical analysis and reporting, and implement improvements.
- Develop, implement, evaluate, and ensure adherence to standard operating procedures within assigned functional areas.
- Develop, manage, and ensure adherence to department and program budgets
- Manage and coordinate department resources.
- Be thoroughly familiar with and ensure adherence to pertinent legislation, regulations, contracts, guidelines, OHS mission, policies, procedures, plans and collective agreement.
- Maintain a comprehensive knowledge of best practices and trends in animal care and welfare
- Produce and maintain accurate reports, records, and files
- Manage department administrative files and human resources documents and files
- Participate in supervision, evaluation, training, and other meetings as required
- Provide training, orientation and supervision for student, volunteer, and work placements as required
- Lead and manage department staff and volunteers including orientation, training, performance management, and daily supervision
- Hire, terminate and discipline staff in consultation with the Director: Operations and Director: People and Culture
- Be familiar with and ensure compliance with all health and safety policies and procedures
- Participate in the identification and evaluation of OHS program goals and objectives


- Participate in professional development opportunities
- Participate in public relations and promotional activities as required
- Provide advice and assistance to other managers, directors, CEO and OHS Board and committees as required
- May be required to assume some of the responsibilities of the Director: Operations

QUALIFICATIONS

- A post-secondary diploma or degree, preferably in a related field
- A minimum of 3 years' staff management experience
- Significant knowledge and experience with animal health and welfare
- Full professional proficiency in spoken and written English is required

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Employee is required to work across all OHS fixed and mobile sites
- Employee will be required to work evenings, weekends and occasional holidays
- Employee is required to be available to respond to after-hours emergencies
- Employment is conditional upon maintaining confidentiality of OHS information
- Employment is conditional upon the ability to work around all species of animals safely

Approved by:	
Date approved:	April 2024
Last reviewed:	