**Job Profile comprising Job Description and Person Specification**

**Job Description**

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|  **Job Title: Animal Welfare Officer** | **Grade**: **SO1** |
| **Section: Estate Services** | **Directorate:** Housing & Regeneration |
| **Responsible to following manager:****Mark Callis** | **Responsible for following staff:****n/a** |
| **Post Number/s: HCS99** | **Last review date: 12/05/17** |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

1. Responsible to the Animal Welfare Manager for the enforcement of the Council’s bye-laws regarding animal control. Required to work with other departments of the Council to enforce statute law, bye laws and regulations.

2. Required to work the shift pattern laid down by the Animal Welfare Manager and work outside of normal office hours, as required.

3. Required to work alone at times, and to carry out dynamic risk assessments when attending to any occurrences, considering own safety, and that of others.

**Specific Duties and Responsibilities**

4. Acts as authorised officer empowered to seize stray dogs, dangerous dogs, or other animals, taking the correct action, so as not to endanger self or members of the public.

5. Required to seize stray animals, complete the relevant ownership checks and documentation, circulating the animals details to the relevant bodies, then deliver the animal to Battersea Dogs and Cats Home or other appropriate care rescue centre in accordance with the S.O.P.

6. Liaise with RSPCA, Dogs Trust, Kennel Club, Battersea Dogs and Cats Home, Metropolitan Police and other Council department or other appropriate authority in connection with animal welfare.

7. Liaise with outside agencies including the RSPCA, Fire Brigade, Ambulance Service, British Transport Police and Metropolitan Police when required.

8. Acts as authorised officer to issue fixed penalty notices for dog bye law offences on behalf of the Council and any other enforcement duties outside those specifically related to dog control. Including the inspection of playgrounds and play area, amenity greens and all other areas on housing estates where dog bye laws are relevant, and to ensure they are free from dog and dog fouling, reporting any defects notices to equipment as required.

9. Undertake microchipping when required.

10. Carry out welfare checks of cat owners to ensure responsible ownership and to take action in cases of non-compliance.

11. Required to ensure the protection and monitoring of flora and fauna and wildlife.

12. When dealing with offenders, is required to know and comply with the procedures laid down in the Police and Criminal Evidence Act 1984 and Codes of Practice made thereunder with regard to cautioning and questioning.

13. Assist the public and Council staff e.g. victims of crime through the provision of advice, information, guidance and comfort in times of distress.

14. Seek prosecution where necessary and prepare all relevant paperwork as required by the Borough Solicitor. In less serious cases decide whether there are reasonable grounds to believe that an offence has been committed or attempted. Makes reasonable enquiries at the scene and decides by considering all circumstances, whether to caution or report the offenders to ensure compliance with the law. Makes pocket book entries, submits incident reports.

15. Must have a working knowledge of, and an ability to enforce the law, including:

 - The Environmental Protection Act 1990 (Sec 149-151)

 - The Control Of Dogs Order 1992 (contained within the above act)

 - The Animal Welfare Act 2006

 - The Anti Social Behaviour, Crime and Disorder Act 2014 (known as the

 ASB Act 2014)

* Dog Control Orders 2006
* The Microchipping of Dogs (England) Regulations 2015

16. Prepares written reports and witness statements as necessary and advises members of the public regarding any witness statements, they may need to complete.

17. Required to investigate complaints of breach of bye laws or statute laws regarding animals, and complaints of anti social behaviour involving animals, concluding with the appropriate action, which may be prosecution.

18. Required to attend Crown/Magistrates’/County Courts and gives evidenced under oath when offenders are being prosecuted by the Crown Prosecution Services, Juvenile Bureau or the Borough Solicitor.

19. Attends meetings when required or directed and speaks for and on behalf of the Animal Welfare Unit and Animal Welfare Manager.

20. Promote public awareness on the proper control of dogs and responsible animal ownership / regularly visit schools and other local establishments in the Borough and give organised talks and demonstrations on the ownership of dogs and other animals and the problems caused by irresponsible ownership.

21. Required to learn and use the correct procedure in all radio transmitting communications, e.g. phonic alphabet. Monitors the Council’s radio system at all times whilst on duty to enable quick response in times of emergency.

22. Required to wear the prescribed uniform of an Animal Welfare Officer unless directed to the contrary by the Animal Welfare Manager.

23. Ensure that when on duty, all equipment, transport and uniform are maintained in good order, used correctly and all damages are reported and recorded.

24. Required to ensure regular liaison with Housing Officers, or other appropriate Council officers.

25. In the event of an emergency, participate in the call out procedure in the department emergency plan.

26. Required to attend refresher training courses when directed on relevant subjects and occasionally to have input into and take specific classes in support of the Animal Welfare Managers delivery of training to others.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

Officers are required to be flexible in their approach to start and finish times, and their meal breaks, due to the demands and occurances of the service. Overtime is paid on occasions when officers may be late off duty.

**Current team structure**

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| Mark CallisAnimal Welfare Service managerHSC |
|  |  |  |
| Lisa MartinAnimal Welfare OfficerHSC097 | Tony FossettAnimal Welfare OfficerHSC0987 | VacantAnimal Welfare OfficerHSC099 |

**Person Specification**

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| --- | --- |
|  **Job Title: Animal Welfare Officer** | **Grade**: SO1 |
| **Section: Estate Services** | **Directorate:** Housing & Regeneration |
| **Responsible to: Mark Callis** | **Responsible for: n/a** |
| **Post Number/s: HCS099** | **Last Review Date: 12/05/17** |

**Our Values and Behaviours[[1]](#footnote-1)**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular –

* taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
* continuously seeking better value for money and improved outcomes at lower cost
* focussing on residents and service users, and ensuring they receive the highest standards of service provision
* taking a team approach that values collaboration and partnership working.

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| **Person Specification Requirements** | **Assessed by** **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge**  |
| Of the following statute laws:The Environmental Protection Act 1990 (Sec 149-151)The Control Of Dogs Order 1992 (contained within the above act)The Animal Welfare Act 2006The Anti Social Behaviour, Crime and Policing Act 2014 (known as the ASB Act  2014) Dog Control Orders 2006The Microchipping of Dogs (England) Regulations 2015 | A& I |
| Of safe handling practices for dogs and other animals | A & I |
| Of how to write a witness statement, PACE 1984, and obtaining Best Value evidence | A, I & T(#) |
| **Experience**  |
| Of law enforcement in the above laws, or similar | A & I |
| Experienec of enforcing criminal, civil, or statute law | A & I |
| Of writing witness statements, keeping relevant notes, and preparring and presenting case files, to include Best Value evidence | A & I |
| Regular working with the Animal Welfare Act 2006 | A & I |
| Safe dog and animal handling, including dangerous dogs. | A & I |
| Presentations on related topics, including presentations within schools. | T # |
| Communications skills, including face to face, telephone, and written. | A & I |
| IT Skills, including: Using serarch engines, using data bases, most MS office packages, and e mail | A & I  |
| Solution focused problem solving | A & I  |
| Customer care  | A & I  |
| **Skills**  |
| Ability to work unsupervised and to prioritise workload | A & I |
| Able to read and write to a standard for presenting evidence in court, and for record keeping and communications. | A & I  |
| Hold a full UK driving license for a manually driven vehicle |  C |
| **Qualifications (One or more of the below qualifications)** |
| RSPCA Inspector, orNVQ 2 Dog Warden, orDiploma/NVQ Animal Husbandry/management, or Other animal related qualification | CCCC |

**A – Application form**

**I – Interview**

**T – Test**

**C – Certificate**

# As part of the interview process, give a 10 minute presentation, without Powerpoint, on a law enforcement case that they have previously worked on, without the personal details of the offender, and include the methodology of statement writing, and the best value evidence that was included. Give the final outcome of the case.

1. These values and behaviours will be developed further as the SSA becomes established. [↑](#footnote-ref-1)