**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 and regeneration |
| **Responsible to following manager:****Mark Callis** | **Responsible for following staff:****N/A** |
| **Post Number/s:****HCS/98** | **Last review date:** **18/10/23** |

**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**

The role of an Animal welfare officer is:

to ensure the councils commitment to and compliance with its statutory duty with regards to stray and abandoned dogs as set out at section 149-151 of the Environmental Protection Act 1990.

To help and ensure that the council meets all of its current or future statutory obligations with regards to all animals.

To carry out law enforcement duties, including gathering and collation of evidence, report and statement writing, and giving evidence in court. Investigating complaints and concerns in relation to anti-social behaviour (ASB) involving animals, animal welfare issues, breaches of the licensing of animal activities regulations, breaches of the microchipping regulations and breaches of tenancy and lease agreements regarding animals.

To promote responsible dog and general pet ownership, through various activities including: 1 to 1 contact with owners, presentations at meetings and forums of varying forms, stakeholder and partnership meetings, school and group visits, work experience programme.

Have input into developing the service to evolve and improve.

Developing, promoting and supporting partnerships and stakeholders to ensure continuity, proficiency and efficiency from service delivery.

The ability to meet the demands and changing circumstances in the imminent change to the Dangerous Dogs Act 1991, and the increase demands on the service that this will create.

The role, although part of a team, requires an amount of lone working and decision making. It is a shift work position covering three different shifts: 0700-1500, 1000-1800, and 1300-2100 Monday to Friday. Some weekend and out of shift working is required for which overtime payment or time off in lieu is offered. The working week is 36 hours divided into 5 days of 7.2 hours.

**Specific Duties and Responsibilities**

1. Responsible to the Animal Welfare Manager for the enforcement of the Council’s byelaws 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.

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

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 dog control and 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 or animal welfare; 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. Regular scanning of dogs and cats for a microchip in pursuit of the tenancy and lease agreements, and for the enforcement of the Microchipping of Cats and dogs (England) regulations 2023, or for the re unification of stray dogs.

10. Carry out welfare checks of cat owners to ensure responsible ownership and to take remedial, preventative or legal 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 pocketbook 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 Dangerous Dogs Act 1991

The Dogs Act 1871

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

 - The Animal Welfare Act 2006

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

 ASB Act 2014) Part 4 Chapter 1

* PSPO (Dog Control Orders) 2020
* The Microchipping of Cats and Dogs (England) Regulations 2023

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

17. Prepare and compose evidence in pursuit of the issue of a Community Protection warning or a Community Protection Notice

18. 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.

19. 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.

21. Attend meetings when required or directed to and speaks for and on behalf of the Animal Welfare Service and the Animal Welfare Service 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.

22. 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.

24. Required to wear a body worn camera, saving images where appropriate for use as evidence at court.

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

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

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

28. 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.

29. Required to attend CPD courses

30. Required to assist with the delivery of experiences for work experience students.

31. Required to have a working knowledge of GDPR and the use of captured images in line with the guidance of the Information Commissioners Office (ICO)

32. Required to have an understanding of safeguarding, equality and Diversity, to reflect the needs and constitution of our community.

**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 profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

**Additional Information**

**Team structure**

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| Mark CallisAnimal Welfare Service manager |
|  |  |  |
| Lisa MartinAnimal Welfare Officer | Karin HumberstoneAnimal Welfare Officer | VacantAnimal Welfare Officer |

**Person Specification**

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| --- | --- |
|  **Job Title:** **Animal Welfare Officer** | **Grade**: SO1 |
| **Section:** **Estate Services** | **Directorate:** Housing and regeneration |
| **Responsible to:****Mark Callis** | **Responsible for:****N/A** |
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**Our Values and Behaviours**

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:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by** **A/I/T/C** **(see below for explanation)** |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** |
| The Environmental Protection Act 1990 (Sec 149-151), and The Control of Dogs Order 1992 (contained within the above act) | **Y**  |  |  |
| The Dangerous Dogs Act 1991, and The Dogs Act 1871 |  | **Y** |  |
| The Animal Welfare Act 2006 |  | **Y** |  |
| The Anti-Social Behaviour, Crime and Policing Act 2014 (known as the ASB Act 2014) Part 4 Chapter 1  | **Y** |  |  |
| PSPO (Dog Control Orders) 2020 |  | **Y** |  |
| The Microchipping of Cats and Dogs (England) Regulations 2023 | **Y** |  |  |
| **Experience** | **Essential** | **Desirable** | **Assessed** |
| Handling stray or unknown dogs | **Y** |  |  |
| Handling aggressive dogs | **Y** |  |  |
| Lone working and dynamic risk assessments |  | **Y** |  |
| Working in an animal welfare field |  | **Y** |  |
| Civil or criminal law enforcement |  | **Y** |  |
| Teaching (school, professional trainer/coach etc) |  | **Y** |  |
|  |  |  |  |
| **Skills** | **Essential** | **Desirable** | **Assessed** |
| Dog/animal behaviour |  | **Y** |  |
| Full UK Driving licence | **y** |  |  |
| Presentation Skills |  | **Y** |  |
| Computer literate  | **Y** |  |  |
| Read and write | **Y** |  |  |
| Fluently speak additional languages |  | **Y** |  |
| BSL qualified |  | **Y** |  |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** |
| Degree, diploma, NVQ or C&G in: zoology, animal behaviour, veterinary science, animal husbandry or dog warden  |  | **Y** |  |
| Microchip implanting |  | **Y** |  |
| BSL any level |  | **Y** |  |
| Animal first aid |  | **Y** |  |
|  |  |  |  |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**