

MALDON DISTRICT COUNCIL

Princes Road
Maldon
Essex CM9 5DL

www.maldon.gov.uk



Animal Welfare and Control Officer (SD2336)



Job Title	Animal Welfare & Control Officer
Service Area	Service Delivery Environmental Health, Waste and Climate Action
Grade	SCP G 25-25
Job Reference	SD2336

Reporting to	Responsible for
Environmental Health Manager- Protection	N/A

Team Purpose
To provide a range of timely and effective guidance, ensuring compliance, good practice, risk management and enabling the Council to deliver for its customers.

Role Purpose
To act as the Council's qualified Animal Welfare Officer/ Animal Welfare Inspector and as an authorised officer under s149 of the Environmental Protection Act 1990 for the discharge of provisions relating to the seizure of stray dogs found within Maldon District.
To investigate complaints, provide specialist technical advice and undertake enforcement in relation to statutory nuisance and anti-social behaviour complaints relating to animals.
To facilitate and manage the stray dog kennelling service contract.
To undertake the inspection and issuing of licenses for activities designated within the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018, Zoo Licensing Act 1981 and Dangerous Wild Animals Act 1976
Be a role model for the service, demonstrating authenticity, integrity, resilience and compassion and focussing on communication, personal development and wellbeing.

Key Accountabilities
<ul style="list-style-type: none"> To Act as the subject matter expert for Animal Welfare, Animal Nuisance and Anti-Social Behaviour involving animals. To investigate and determine enforcement action in relation to animal related statutory nuisance complaints under s79/80 of the Environmental Protection Act 1990. To issue



abatement notices as appropriate and then determine which cases should proceed to enforcement including works in default/ prosecution.

- To issue Community Protection Notices under s43 of the Anti-Social Behaviour, Crime and Policing Act 2014 in respect of anti-social behaviour relating to animals/ people with animals. To determine which cases should proceed to enforcement including Fixed Penalty Notice (FPN) or prosecution.
- To investigate complaints regarding animal welfare and take action as specified within the Animal Welfare Act 2006 to ensure the welfare of domestic animals within the district.
- To inspect and authorise the issuing of licences for animal activities under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018. To determine the risk rating of such establishments and to award a star rating in accordance with published guidance.
- To represent Maldon District Council on Animal Welfare related technical working groups at local and national levels as appropriate.
- To prepare health education materials and assist in the organisation and promotion of projects.
- To collect stray dogs as necessary using the appointed vehicle. Able to make independent professional decisions regarding the management of stray dogs found within the Council area including the authorisation of specialist veterinary treatment/ stray dog collections etc within the financial authorisation of the officer.
- To undertake visits and inspections outside of normal working hours as required.
- To maintain professional competencies as required by the Chartered Institute of Environmental Health, DEFRA, The Home Office etc and/or as directed by the Environmental Health Manager- Protection.
- To install and transport specialist noise equipment used for the purposes of evidence gathering. To analyse the results of monitoring and interpret evidence collected.
- To provide specialist training to officers from all departments of the Council on the safe interaction with/ handling of dogs.
- The post holder maybe required to move in limited spaces, to be able to walk up and down steps and low-level ladders and to bend down to look at low level areas during inspection and investigations.
- Ability to develop best value policies and procedures for animal related statutory nuisance, anti-social behaviour and welfare complaints.
- To be responsible for the procurement of the stray dog kennelling contract ensuring that it meets all requirements of the Council's procurement assurance group. To manage and performance evaluate the stray dog kennelling contract to ensure it continuously meet the operational requirements of the Council.



Ways of Working	
Collaborative working	<p>Demonstrate self-awareness and an understanding of the values of others to build effective working relationships.</p> <p>Develop and maintain relationships with both internal and external customers, interacting through multiple channels.</p>
Customer Service	<p>Delivery of high-quality services, championing the customer and a customer focussed approach to service delivery.</p>
Supporting corporate projects	<p>Provide input to service specific projects.</p> <p>Input to and implement strategies, policies, service and financial plans, to ensure statutory and corporate targets are met and provide best value for the council.</p>
Performance	<p>Ensuring a focus on own performance to achieve priorities and KPIs of the service, embracing change and continuous improvement.</p> <p>Working collaboratively with colleagues to achieve maximum contribution to the organisation and promote own personal development.</p>
Budget management	<p>Ensure service budget expenditure is managed in accordance with legislation, Council policy and good practice, enabling best value for money for the Council.</p>

Person Specification

Qualifications
<ul style="list-style-type: none"> • Good standard of education, 5 GCSE (minimum grade C or equivalent) including English and Maths. Alternate qualifications will be accepted provided they can be demonstrated as equivalent. • This post requires you to have a full UK driving licence and use of a car. • City and Guilds Level 3 Certificate-Inspecting Licensable Activities Involving Animals (or equivalent) is desirable OR willingness to obtain such a qualification with the support of the Council. • Experience working in a similar role or be able to demonstrate skills needed for the role.



Knowledge, Skills, Ability, and Experience

Knowledge

- Knowledge of safe animal handling techniques.
- Up-to-date knowledge of animal welfare legislation and understanding of investigation techniques and procedures and continuous CPD.
- Working knowledge of how to build on stakeholder engagement.
- Able to draft notices and letter.
- Ability to use and install specialist equipment required by the role.
- Confident using technology and Microsoft applications (e.g. Office 365, Word, Excel, PowerPoint) and service specific systems (i.e. Uniform, Capita etc.)
- Good knowledge of local government working

Experience

- Demonstrable expertise and experience across the broad remit of the role, particularly working with animals and dogs.
- Proven experience handling aggressive or challenging animals with confidence.
- Proven ability to engage and build positive professional relationships.

Skills and ability

- A demonstrable track record of working with partners and agencies to deliver complex promotional, welfare or behavioural change campaigns and/or able to demonstrate key attributes necessary for such activities.
- Able to demonstrate an ability to manage a complex and diverse workload with competing priorities balancing the needs of customers and legally defined statutory timescales.
- Ability to read and interpret new regulations and law quickly .
- Ability to undertake research from a wide range of sources, using a range of techniques to gather and analyse relevant information.
- Sound organisational skills to ensure effective management of electronic and other information including diary management to ensure openness particularly in a hybrid working environment.
- Strong focus on providing excellent customer service.
- Ability to identify risks.



Special Requirements	
Emergency Planning	A requirement of this role will be to attend emergency planning training. The role holder will be required to support the Council's emergency planning response.
Election Duties	This post will, on occasion and with reasonable notice, be expected to assist with election duties as required and this will include working unsociable hours.
Political Restrictions	This role is not politically restricted.
Disclosure Barring Scheme	This role does not require a DBS.

Standard Terms	<ol style="list-style-type: none"> 1. To comply with appropriate legislation, service and council policies. 2. All employees have responsibility under the Health and Safety at Work, etc. Act 1974. These responsibilities are laid out in the council's health and safety policy and procedures. 3. To support and be committed to the council's policy on safeguarding and promoting the welfare of vulnerable groups including, young children and adults and expects all staff and volunteers to share this commitment. 4. To support the council's equalities and diversity policies. 5. To operate within the council's IT policies and data protection rules and regulations. 6. To operate within the council's financial regulations. 7. Manage budgets and resources ensuring that they are deployed effectively with robust internal controls and compliance with relevant regulations, policies and guidelines. 8. To participate in internal committees and departmental working parties to ensure continuous improvement as required. 9. Any other reasonable duties as may be required from time to time
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Competency Framework

Central to the delivery of the role are the council's values and behaviours and all employees are expected to work within the council's Competency Framework. These are shared by all employees and applied to everything we do. The points for each competency are shown below:



Maldon behaviours [competencies]:	
Core Competencies - All Workforce	
Communicating	Expressing information in the best way and timescales that ensure clarity and understanding and responding in the most appropriate manner.
Managing and Leading People	Providing direction and support to those we work with to ensure service excellence.
Customer Focus	Taking into account customer needs, striving to meet them and providing the best service to our customers and colleagues.
Planning and Managing Work	Planning and managing work to meet individual, team and service objectives whilst achieving quality and value for money.
Analysis and Problem Solving	Assessing and interpreting information in order to support work activities, identify issues and aid problem solving.
Initiative and Decision Making	Taking the right action, based on what we know and being responsible for what happens.
Developing Self	Committed to developing own skills, knowledge and abilities to enhance capability.

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility. All employees are required to be flexible to undertake out of hours work as required, meetings outside office hours will be routine and officers will be expected to attend. This job description will be supplemented and further defined by annual objectives which will be developed in conjunction with the postholder.

This job description will be subject to regular review and the council reserves the right to amend or add to the details.

Key Policies

We are an equal opportunities employer and therefore all staff are expected to comply with our equality policies and help create a work environment in which everyone is treated with dignity, respect, courtesy and fairness. You are also expected to fully comply with health and safety policies and procedures in force to help maintain and develop a safe working environment. In pursuing a practice of continuous improvement and seeking to obtain best value in all aspects of the service, staff will be expected to assist in other such duties as may be allocated for the benefit of the organisation and their own personal development. Staff will be expected to assist if the council has to deal with the results of a civil emergency.

Signed (Job Holder):		Date:
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