**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:** | Animal Welfare Officer |

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| **Directorate:** | Place & Economic Growth | **Division/Section:** | Public Protection / Trading Standards |
| **Grade:** | 7 | **JE Reference:** | 4803 |

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| **Job Purpose** |
| To ensure the effective inspection and compliance of all premises subject to the Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018, The Dangerous Wild Animals Act 1976 and Zoo Licensing Act 1981 and other legislation appertaining to the keeping of and the health and welfare of animals at domestic and commercial premises. |
| **Key Tasks** |
| 1. Carry out compliance inspections of all premises already licensed or requesting a licence under the Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018 in accordance with the procedural guidance issued by DEFRA. 2. To carry out inspections of other premises including farms and small holdings based on a risk model within the scope of a range of legislation including the Animal Welfare Act 2006 and Animal Health Act 1981. 3. To respond to complaints in a timely manner at premises including farms, small holdings, licensed and un-licensed premises and to deal with enquiries from business owners. 4. To carry out investigations into alleged breaches of law or licence conditions including obtaining written witness statements, the formal interviewing of witnesses and suspects, evidence gathering and drafting infringement reports. 5. To investigate suspected offences of illegal animal imports and unlicensed animal activities. 6. Identify issues which may require enforcement under the Health and Safety at Work etc. Act 1974 and regulations made there under during licensing inspections 7. To support the Council’s response to a major outbreak of a notifiable disease. 8. Assist the service by carrying out research and gathering intelligence relating to the operation of businesses or collections of animals which require a license but have not applied. 9. To record work undertaken and interactions on the service database. 10. Update and maintain accurate and timely records and produce inspection reports. 11. Operate flexibly as part of a team and support colleagues in the wider service of the Council. 12. Liaise with other partner agencies and inspection bodies as required under the aforementioned legislation. 13. Should and agreement be reached to provide an inspection service to neighbouring authorities and be authorised to and carry out inspections outside of the district boundary to fulfil the same role for the organisation procuring our services. 14. Attend training, events, meetings and seminars as required to maintain a sound knowledge of current best practice for the operation of the various types of regulated premises and businesses. 15. To undertake any qualifications deemed pertinent to the role. |

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| **Standard Duties:** |

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| 1. | To actively promote the equalities and diversity agenda in the workplace and in service delivery. |
| 2. | To uphold and implement policies and procedures of the Council, including customer care, data protection, finance, ICT, safeguarding and health & safety policies. |
| 3. | To actively engage with the behaviours and values of the Council to promote and support our Co-operative Agenda. |
| 4. | To undertake continuous professional development and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures as appropriate to the role. |
| 5. | Undertake any additional duties commensurate with the level of the post. |

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| **Contacts:**  Members of the public, businesses, council officers, Councillors and external agencies and partners. |

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| Relationship To Other Posts in the Department: |

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| **Responsible to:** | Principal Trading Standards Officer |
| **Responsible for:** | N/A |

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| **Special Conditions:** None |
| **Values and Behaviours:** |
| We have a clear set of values that outline how we do business. We share these Borough-wide with our residents, partners and businesses:   * **Fairness -**We will champion fairness and equality of opportunity and ensure working together brings mutual benefits and the greatest possible added value. We will enable everyone to be involved. * **Openness -**We will be open and honest in our actions and communications. We will take decisions in a transparent way and at the most local level possible. * **Responsibility -**We take responsibility for, and answer to our actions. We will encourage people to take responsibility for themselves and their actions. Mutual benefits go hand-in-hand with mutual obligations. * **Working together -**We will work together and support each other in achieving common goals, making sure the environment is in place for self-help. * **Accountability -**We recognise and act upon the impact of our actions on others and hold ourselves accountable to our stakeholders. * **Respect -**We recognise and welcome different views and treat each other with dignity and respect. * **Democracy -**We believe and act within the principles of democracy and promote these across the borough. |
| Internally we have translated these values into five Co-operative behaviours which outline the priority areas of focus for staff at all levels.   * Work with a Resident Focus * Support Local Leaders * Committed to the Borough * Take Ownership and Drive Change * Deliver High Performance   More information around our Values and Behaviours can be found on our Greater.Jobs pages. |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | 31/5/2023 | J. Garforth | Service Manager |
| **Reviewed** |  |  |  |
| **Reviewed** |  |  |  |

**OLDHAM COUNCIL**

**PERSON SPECIFICATION**

**Job Title:** Animal Welfare Officer

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|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** |
| Education & Qualifications | Sufficient literacy and numeracy to undertake the duties associated with the post  Animal Licensing Inspector Award (RQF) Level 3 or wiling to achieve within 12 months |  | AF  AF |
| **Experience** | Experience of working in a wide range of Animal Welfare settings and associated subject matter  Experience of working as part of a team and with the public.  Experience of using Microsoft packages including Word, Excel and Outlook.  Experience of completing investigations into alleged breaches of law or licence conditions including obtaining written witness statements. |  | AF / I  AF / I  AF / I |
| **Skills & Abilities** | Able to write letters/reports which can be easily understood by a wide audience.  Ability to deal with sensitive issues using self-confidence, assertiveness, tact and diplomacy to resolve problems effectively even in potentially confrontational situations.  Excellent verbal and written communication skills including persuading, negotiating, presenting information and writing letters / reports.  Ability to analyse and interpret information, complete research and gather intelligence relating to the operation of businesses or the collections of animals |  | AF / I  AF / I  AF / I  AF / I |
| **Knowledge** | Knowledge of the Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018, The Dangerous Wild Animals Act 1976 and Zoo Licensing Act 1981  An understanding of Police and Criminal Evidence Act 1984 and investigation techniques.  Knowledge and understanding of Data Protection, Data Retention, Information Sharing Agreements and Freedom of Information legislation. |  | AF / I  AF / I  AF / I |
| Work Circumstances | Full UK driving licence with access to a motor vehicle.  Able to work outside normal office hours should the need arise.  Willing to work outdoors in different weather conditions and over terrains. |  | I  I  I |

*Abbreviations:* AF = Application Form; I = Interview; AC = Assessment Centre; T = Test

**NB. - Any candidate that meets the criteria of our** [**Guaranteed Assessment Scheme**](https://greater.jobs/content/13405/greater-manchester-guaranteed-assessment-scheme) **and meets the essential criteria of the role, will be guaranteed the first stage of assessment (whether that is an interview or another assessment, as appropriate).**

**Our Guaranteed Assessment Scheme supports candidates with disabilities, those who are aged 24 or under and have previously been in or currently in care, those that are carers, and those whose last long term substantive employer was the Armed Forces.**