

## Job Description

Job title	<b>Animal Control Officer</b>
Department	Community & Regulatory Services Group
Responsible to	Senior Animal Control Officer
Location	Rangitikei and Manawatu Districts
Job purpose	<b>This job exists to:</b> administer the operation of animal control activities of Council, in accordance with the relevant legislation, district plan, bylaws and Council policies, and undertake other regulatory functions of the Regulatory Department.
Our values	We are about each other, our work and our community
Last updated	July 2019

Chief Executive

Community & Regulatory Services Group Manager

Environmental & Regulatory Services Team Leader

Senior Animal Control Officer

Animal Control Officer

## Functional Relationships

External	Internal
<ul style="list-style-type: none"> <li>• General Public</li> <li>• Lawyers, Court Staff, NZ Police</li> <li>• SPCA</li> </ul>	<ul style="list-style-type: none"> <li>• Senior Animal Control Officer</li> <li>• Environmental &amp; Regulatory Services Team Leader</li> <li>• Community Services Group Manager</li> <li>• Staff in Regulatory Group for both districts</li> </ul>

## Key Result Areas

<p>The position of Animal Control Officer encompasses the following major functions or key results areas:</p> <ul style="list-style-type: none"> <li>• Animal Control</li> <li>• Stock Ranging</li> <li>• Legislative Enforcement</li> <li>• Corporate Contribution</li> <li>• Health and safety</li> </ul>	
<b>Jobholder is accountable for</b>	<b>Jobholder is successful when</b>
<b>KRA 1 Animal Control</b>	
<ul style="list-style-type: none"> <li>• Carrying out annual audits to ensure that all dogs in the District are registered in the current year.</li> <li>• Conducting regular patrols and respond in a timely manner to public requests to attend to uncontrolled dogs.</li> <li>• Maintaining pounds in suitable locations available for use at all times ensuring levels of hygiene are established/maintained to meet animal welfare requirements.</li> <li>• Impounding any dogs in the area that are without proper control or care as necessary.</li> <li>• Seizing or destroying any dogs that have been seen to attack any person, stock, poultry, domestic animal or wildlife.</li> <li>• Issuing Infringement notices where appropriate and taking such legal action as may be necessary to enforce statutory requirements.</li> <li>• Conducting inspections of properties where applications for good owner classifications have been received and issue such classifications where appropriate.</li> <li>• Preparing documents for court proceedings and court attendance when necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Audits are carried out in accordance with agreed programmes.</li> <li>• Regular patrols in accordance with departmental requirements take place and call outs are responded to within Council departmental timeframes.</li> <li>• Pounds are: <ul style="list-style-type: none"> <li>○ available for use at all times</li> <li>○ maintained / meeting animal welfare requirements.</li> </ul> </li> <li>• Dogs are impounded when necessary.</li> <li>• Dogs seen to be attacking any person stock etc are seized or destroyed in accordance with departmental policy</li> <li>• Infringement notices are served when appropriate and enforcement action is taken in accordance with Council/departmental policy</li> <li>• Timely inspections are undertaken when required.</li> <li>• Timely preparation of documents for court proceedings takes place.</li> </ul>

<b>KRA 2 Stock Ranging</b>	
<ul style="list-style-type: none"> <li>• Maintaining pounds in suitable locations available for use at all times</li> <li>• Enforcing the provisions of the Impounding Act 1955 Regulations 1981 and Bylaws.</li> <li>• Responding to complaints of wandering/straying stock.</li> </ul>	<ul style="list-style-type: none"> <li>• Pounds are available for use at all times.</li> <li>• The relevant provisions of the legislation/bylaws is appropriately enforced.</li> <li>• Service requests/complaints are responded to within departmental/Council policies.</li> </ul>
<b>KRA 3 Legislative Enforcement</b>	
<ul style="list-style-type: none"> <li>• Deal with and investigate reports of non-compliance.</li> <li>• Take all reasonable steps to secure the abatement of non-compliance.</li> <li>• Work with Council staff and legal providers to develop and progress enforcement actions</li> <li>• Gather evidence, prepare and maintain accurate up to date records and files.</li> </ul>	<ul style="list-style-type: none"> <li>• All requests for service are actioned within timeframes stipulated by Council's levels of service documents eg LTP</li> <li>• No reported nuisances remain unresolved.</li> <li>• Reports to manager/team leader, legal advisor and Council are provided in a timely manner.</li> <li>• Up to date records and files are professionally maintained.</li> <li>• Legal documents (eg. Infringement and abatement notices) are accurate and issued within specified timeframes.</li> </ul>
<b>KRA 4 Corporate Contribution</b>	
<ul style="list-style-type: none"> <li>• Being a team player relative to support for, adherence to, and compliance with Council's governance and corporate plans, policies and strategies, management plans, policy and procedure manuals, strategic and business plans.</li> </ul>	<ul style="list-style-type: none"> <li>• Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes.</li> <li>• Contribution to projects and corporate initiatives is effective and valued.</li> </ul>
<b>KRA 5 Health and Safety</b>	
<ul style="list-style-type: none"> <li>• Follow appropriate health and safety practices ensuring own health and safety and the safety of other staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Health and safety responsibilities and procedures relevant to your position are practiced.</li> <li>• Personal protective equipment which has been provided is used consistently and effectively</li> </ul>
<p><b>Note</b></p> <p>The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance development system.</p>	

## Person Specification

### Qualifications

#### *Expected*

- A qualification appropriate to perform the duties of an Animal Control Officer and appropriate animal handling experience, or be prepared to undertake training necessary to obtain such a qualification.

### Knowledge/experience

#### *Expected*

- Commitment to providing quality customer service
- A high level of personal integrity and honesty
- Commitment and ability to follow appropriate health and safety practices to ensure own health and other staff's safety at all times.
- A sound knowledge of the Dog Control Act 1996 and Impounding Act 1955 and related regulations.
- A sound knowledge of relevant Council by-laws, policies and District Plan
- Ability to deal confidently with the general public in a conflict situation
- Good interpersonal skills
- Ability to keep accurate records and produce reports
- Good time management.
- Ability to work in a team environment or without supervision
- Ability to handle and control animals
- Ability to handle straying stock
- Ability to give advice and when necessary to educate the general public on animal husbandry and relevant statutory requirements
- Knowledge of court proceedings.
- Liaise with other agencies in matters relating to animal welfare

### Key skills/attributes/job-specific competencies

We typically expect the following levels for the 100% fully effective level:

Expert	<ul style="list-style-type: none"><li>• Knowledge of the Dog Control Act 1996, Impounding Act 1955, related regulations, bylaws, policies and District Plan</li></ul>
Advanced	<ul style="list-style-type: none"><li>• Good computer skills</li></ul>
Working knowledge	<ul style="list-style-type: none"><li>• Legislation/Regulations/bylaws related to other regulatory functions</li></ul>

## Key Behaviours for all Staff as Part of Performance Development

The following are examples for illustrative purposes only at this stage:

- Commitment/personal accountability
- Professional/technical expertise
- Creating value for customers
- Effective communications and relationships
- Teamwork

## Other Requirements

- A current driver's licence
- A current NZ Firearms Licence (if appropriate to the District's requirements)
- Dress standard – appropriate working attire
- To work overtime when required, travel away overnight, respond to emergency situations
- Rostered weekend work for pound duties/ and "on call "duties.
- To conduct Civil Defence tasks as directed by RDC Management

## Hazards Associated with the Position

Rangitikei District Council is committed to ensuring that health and safety are not compromised by either the work environment or work process and procedures by:

- Providing a safe and healthy work environment
- Reducing risk to employees arising from identified hazards

Rangitikei District Council takes all reasonable steps to ensure that no individual is appointed to a position that will endanger that person's health by ensuring that significant hazards associated with the position are identified.

Before we offer you the position, we may ask you to complete a health questionnaire. This will provide us with a baseline health status to ensure that we can identify potential risks.

Activity	Hazard
The position requires moderate keyboard work	Workstation – monitor, keyboard and mouse
Public and staff contact	Verbal/physical abuse
Driving various Council vehicles	Hazards associated with driving
Fluctuations of workload	Stress
Dog and stock control	Possibility of injuries
Use of firearms	Possibility of injuries

## Delegated Authority

AS per the delegations register.

## Change to Job Description

From time to time, it may be necessary to consider changes to the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. The manager of this position may initiate such change as necessary.

We may review this job description as part of the preparation for performance planning for the annual performance cycle.

## Acceptance of Position Description

After discussion with the Senior Animal Control Officer, I have read the attached job description and agree that it represents the duties I will perform for the above position.

**Approved**

\_\_\_\_\_  
*Manager/Supervisor*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Employee*

\_\_\_\_\_  
*Date*