



POSITION DESCRIPTION

Date: April 2018

Ref: POS1233

POSITION:	Animal Management Officer
DEPARTMENT:	Compliance
GROUP:	District Services Group
RESPONSIBLE TO:	Team Leader – Animal Management; Manager – Compliance;
LOCATION:	Kaitaia and Districts
DIRECT REPORTS	Contractors, where required
KEY RELATIONSHIPS:	<p>External Professional client groups, public, contractors, other agencies (e.g. Police, SPCA, MPI, and DOC.)</p> <p>Internal Closely with the Compliance Manager and the Team Leader Animal Management, Environmental Health Officers, Customer Services Staff, Animal Management and Monitoring Officers, Legal Services department, District Facilities</p> <p>Committee Community Boards</p>
AUTHORITIES	<p>In accordance with Council policy:</p> <ul style="list-style-type: none"> • Delegations and responsibilities under the Local Government Act 2002 • To act as "pound keeper, ranger and auctioneer" under the Impounding Act 1955. • To act as Dog Control Officer under the Dog Control Act 1996 • Delegations under the Dog Control Act 1996 • Delegations for enforcement of Council Bylaws

Purpose of the Position

Administer and enforce the various legislation managed by the Animal Management team, which includes Dog Control Act 1996, Stock Impounding Act 1955, etc. and Council's Policies and Bylaws.

Accountabilities

- To ensure compliance with the Dog Control Act 1996 and all Council Bylaws and Policies pertaining to dog control, and Council's responsibilities under the Impounding Act 1955.
- To understand the Animal Management role under these legislative requirements and to apply them in conjunction with Council's policies and procedures.
- To carry out all duties and responsibilities within the Council's procedures and policies.
- To carry out investigations, complete reports, statements and process covered by procedures.
- To respond to complaints, enquiries or requests relating to all aspects of the role's responsibilities, in accordance with Council Request for Services (RFS) procedures.
- Responding to RFS complaints and any other form of enquiry, providing responses and issuing Infringement notices where necessary.
- Produce reports, files and correspondence in relation to all aspects of the positions responsibilities, and in accordance with procedures and agreed standards.
- Prepare investigation files for prosecution, take statements, complete infringement notices and respond to correspondence.
- To give evidence in court in relation to any matter relating to the responsibilities of the position.
- Appear as witness, or investigating officer, in, hearings or other related matters.
- Respond to complaints related to wandering stock and action appropriately and, where necessary impound animals as the pound keeper for the various Council pounds in the District, and to carry out responsibilities under the Impounding Act 1955.
- Remove wandering stock from Council roads, impound where necessary, or take stock into pound as required under the Impounding Act 1955, completing all relevant documentation and update computer data base.
- Maintain a comprehensive set of records, assisted by the Support Officer to ensure the recording of all animals and fees received as prescribed by the legislation.
- Ensure that all relevant documentation and computer data base systems are maintained and updated in a timely and comprehensive manner.
- To destroy or dispose of impounded dogs and animals in accordance with Council policy.
- Dispose or destroy impounded dogs not reclaimed, in accordance with the provisions of the Dog Control Act 1996, Council's policies, and Health & Safety plans.
- Auction or dispose of impounded stock or animals under the provisions of the Impounding Act 1955 and Council's policies.
- To carry out any other regulatory duties relating to Monitoring work as agreed.
- Assist in duties as and when identified.
- Participate in after-hours roster duties.
- To work within Council's Health & Safety plans, and in particular, those relating to all aspects of Animal Management responsibilities.
- To be aware and conversant with Council's Health & Safety plans and procedures and apply them at all times whilst carrying out duties.
- Other tasks/projects as may be delegated from time to time.
- Contributing to Council Civil Defence duties if required.
- Having a commitment to Health & Safety as detailed in our policies and guidelines and as defined by the Health and Safety at Work Act 2015 to ensure compliance.
- To act proactively to ensure no one is injured at this workplace.
- To always look for improvements regarding OH&S to effect a safe workplace.



Competencies

Career Drivers

A strong desire to achieve results combined with a high work ethic, focusing on achieving a tangible result. Enthusiastically taking responsibility for solving challenging work problems you also set challenging goals for yourself and are willing to take calculated risks to attain these goals. You place importance on constructive feedback on your performance and are committed to your own personal development and objectives.

Communication and Influence

You have a willingness to influence, lead or direct others when necessary. You are able to assess situations quickly and make informed and timely decisions, balancing importance against consequences. Your communication style allows you to communicate with diverse groups in a clear and concise manner.

Problem Solving

You are likely to be innovative, flexible and prefer variety. Usually a thoughtful and timely decision maker, you generally think before doing and you are concerned with quality and quantity of output. Reasonably analytical, you are interested in problem solving.

Relationship Management Style

You show the appropriate level of control and assertion when required, matching style to situation and being concerned with maintaining working relationships while getting the job done. You show good judgment in intervention and timing when team performance is under threat, showing a willingness to collaborate or compromise when necessary to maintain direction.

Workplace Management Style

When tasked with working in a non-structured environment you are able to create a structure and effective processes that will support the required level of detail and care. Your organisational style is effective rather than efficient with a strong focus on prioritisation.

Person Specification

Professional Knowledge and Skills

- Ability to interpret legislation
- Experience in handling animals, with dogs and stock in particular
- Physically fit
- Current Drivers licence.
- NZ Firearms Licence (or the proven ability to be able to obtain a licence)
- Current First Aid certification
- Good report & correspondence writing skills

Professional Behaviours

- Ability to negotiate out of aggressive and confrontational situations
- Proven interpersonal skills and ability to obtain collaboration and cooperation
- Strong Health & Safety ethic
- Well organised and able to prioritise and work to deadlines
- Enthusiasm and commitment to excellence in customer service
- Proven written and oral communication skills
- Ability to relate to a wide range of people both internally and externally
- Proven ability to interact successfully with members of the general public
- Highly developed documentation, report and work flow process writing skills
- Excellent team player but with the ability to work unsupervised
- High level relationship development, management and customer facilitation skills
- Experience and Proficiency in Microsoft Office applications (Excel, Word, Outlook, Access)

Organisational Values

The holder of this position is expected to consistently demonstrate the behaviours described below:

Integrity (Trust, Honesty, Transparency, Reliability, Ethical, Fairness, Openness)

We are driven by our commitment to enabling growth and development in our people and our community and not by personal gain or alliances with vested interests. We protect and promote the reputation of FNDC. We are honest and act with fairness. We do not tolerate unethical behavior; we challenge it as a matter of personal responsibility, regardless of our position in the organization.

Manaakitanga (Teamwork, Empowerment, Empathy, Awhi, Unity, Support, Courtesy, Respect)

We treat our colleagues, community and Council with understanding and sensitivity. We value diversity and draw upon the different strengths, cultures, ideas, experiences and talents of people. We provide equal and fair opportunities for employment, career development and learning. We ensure a positive and energizing work environment.

Professionalism (Consistency, Tikanga, Motivation, Ownership, Positivity, Innovation, Collaboration)

We demonstrate high levels of professionalism in our work and reward merit. We use the most appropriate skills and competencies, continually seeking opportunities to improve through innovative approaches. We, work collaboratively towards our common goals of serving our Council, community and colleagues regardless of individual roles or functions. We share our knowledge of best practices with colleagues at all levels to enhance the quality of our services.

Measures of Performance

An annual review of performance will be conducted by your manager. Success in this role will be measured by:

- Demonstrated performance against the accountabilities listed above.



- Exhibiting the professional behaviours, competencies and organisational values and delivering on objectives.
- Ability to operate within our policies and procedures as defined by the Health and Safety at Work Act 2015 to ensure personal, team and public safety.