



**Dog Warden/Animal Welfare Officer  
Environmental Health**

**£21,962 to £24,174**

We are seeking an enthusiastic individual to fulfil the role of Dog Warden/Animal Welfare Officer within the Environmental Health Service.

Working within the Dog warden Team you will have a wide ranging role with a varied work load including dealing with stray dogs, enforcement duties relating to dog control, the issuing fixed penalty notices and carrying out animal welfare licencing inspections.

The role involves a significant amount of time on site carrying out inspections patrols and responding to service requests. Therefore the ability to work on your initiative with limited on site supervision is an important part of the role. There will also be times when working outside of normal office hours to attend meeting and undertake enforcement work will be required.

The successful candidate will also be required to drive a Council owned dog van so a full driving licence will be required.

For an informal discussion, please contact Dave Coles Coastal and Environmental Protection Manager

**This post is subject to a Baseline Personal Security Standard Check via the disclosure procedure.**

**An Application Pack is available from:  
Support Services - Recruitment  
Sedgemoor District Council, Bridgwater House,  
King Square, Bridgwater, Somerset, TA6 3AR  
24 hour Recruitment Answer Phone: 01278 435444  
E-mail: [customer.services@sedgemoor.gov.uk](mailto:customer.services@sedgemoor.gov.uk)  
Web: [www.sedgemoor.gov.uk/vacancies](http://www.sedgemoor.gov.uk/vacancies)  
Closing date: Friday 11<sup>th</sup> May 2018**

**JOB DESCRIPTION**

<b>Post Number:</b>	EV30
<b>Job Title:</b>	Dog Warden/Animal Welfare Officer
<b>Grade:</b>	Band E
<b>Service Unit:</b>	Environmental Health
<b>Section:</b>	Coastal and Environmental Protection Team
<b>Responsible to:</b>	Coastal and Environmental Protection Manager
<b>Main purpose of the job:</b>	To fulfil the duties of a Dog Warden/Animal Welfare Officer including the collection/seizure and dealing with stray dogs, patrolling the district to enforce dog fouling and other dog control related offences issuing fixed penalty notices as necessary. To inspect animal welfare establishments and prepare reports. Investigation of complaints relating to dangerous or out of control dogs.

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Duties and Responsibilities include:-

1. Collect and deal with stray dogs according to the Council's set procedures;
1. Patrol the district to detect and report dog-fouling and other dog control offences issuing fixed penalty notices and gathering evidence for formal proceedings where necessary.
2. Assist in the investigation of complaints relating to nuisance from dog barking;
3. Investigate complaints and provide advice in relation to dogs such as dangerous dogs and dogs out of control and animal welfare licencing issues.
4. Assist the Council in formal proceedings; attending court to give evidence where necessary.
5. Carry out animal welfare licencing inspections and make recommendations in connection with the grant of licences;
6. Liaise with the Police, RSPCA and others as necessary to ensure the overall effectiveness of the service;
7. Give advice on the law as it relates to stray dogs, dog fouling, dangerous dogs and animal welfare licences;
8. Assist in the promotion of responsible pet ownership by the provision of advice, guidance, publicity micro-chipping and education;
9. Maintain records and carry out other administrative duties;
10. Discharge other reasonable duties appropriate to the appointment and grading of the post.
11. The post-holder will at times be required to work outside normal working hours to attend meetings, undertake visits and undertake enforcement patrols.

### Training and Development

During the course of your employment you will be required to maintain a record of all training and development undertaken. All employees will be given encouragement from their Manager/Supervisor to develop their skills and knowledge to the benefit of themselves and the Council.

### Health and Safety

During the course of your employment you are required to follow the requirements and obligations of the Health and Safety at Work Act and the specific Health and Safety Policies produced by the Council.

### Equal Opportunities

During the course of your employment, you are required to observe and follow both the spirit and specific obligations placed on all staff by the Council's Equal Opportunities Policy.

### Appraisal and Development

The Council has recognised that the development of staff is fundamental to the success of the organisation. In adopting an Appraisal and Development Scheme the Council has recognised that every member of staff has an equal part to play in determining their development.

### Business Continuity

In the event of any form of business disruption, emergency event, contingency planning event or test, participate as instructed or otherwise required. This may include co-operation in adhering to any temporary changes in work methods, operational procedures and/or place of work as required.

\* Any other reasonable duties of a similar nature requested by Management.

This Job Description is current as at **March 2018**. In consultation with you, it is liable to variation by Management to reflect or anticipate changes in or to the job.

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**PERSON SPECIFICATION**

**Post Title: Dog Warden/Animal Welfare Officer**

**Post Number: EV30**

**Grade: E**

<b>Assessment Criteria</b>		<b>Method(s) of Assessment</b>
<b>Key Behavioural Competencies relating to post:</b>	<b>All Criteria are Essential</b>	
<b>1) Focusing on customer needs and satisfaction</b>	Puts the customer first Works hard to anticipate, identify and meet customer needs Delivers prompt, efficient and personalised service to customers	Application and interview
<b>2) Showing awareness of safety issues</b>	Demonstrates awareness of issues affecting personal safety and the safety of others Follows safety rules and regulations Uses materials or equipment in a safe manner Ensures safety in the work environment by minimising potential risks	Application and interview
<b>3) Acting on own initiative</b>	Acts on own initiative without being prompted Works well autonomously Only refers upwards when necessary	Application and interview
<b>4) Networking.</b>	Establishes long term relationships with useful contacts Establishes an effective network of useful links with individuals inside the organisation, across departments and outside the organisation	Application and interview
<b>5) Coping with pressure</b>	Works productively in a pressurised environment Remains focused on work when under pressure	Application and interview
<b>6) Following Procedures</b>	Follows directions and procedures Delivers a quality service to the agreed standards	Application and interview
<b>7) Applying technical expertise</b>	Demonstrates detailed job knowledge and expertise in own area Applies specialist skills in own work Shares knowledge and expertise with others Produces workable solutions that meet the demands of the situation	Application and interview
<b>8) Adapting to the Team</b>	Aligns personal style with the character of the Team Relates well to other Team members	Application and interview
<b>Qualifications and Experience</b>	3 GCSEs or equivalent Grade A – C or equivalent Full Driving Licence Significant practical experience and knowledge of dealing with and handling dogs Experience of undertaking enforcement action and dealing with difficult people Practical experience and knowledge of animal welfare issues	Application and interview
<b>Personal Attributes</b>	Evidence of personal drive and enthusiasm to achieve results Flexibility in working hours as some working outside of normal office hours will be required.	Application & Interview

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