

## POSITION DESCRIPTION



<b>POSITION TITLE:</b>	SPCA Scientific Officer
<b>LOCATION:</b>	Auckland (or as agreed with NSM)
<b>REPORTS TO:</b>	National Science Manager
<b>DIRECT REPORTS:</b>	Nil

### PURPOSE:

To support the work of the SPCA Science and Education department in providing high quality, science-based advice to advance animal welfare which is consistent with the vision, values and aspirations of the SPCA. This department will ensure that the SPCA speaks with authority; makes decisions and statements that are, as far as possible, based on good science and evidence; and develop best practice animal welfare policies including best practice procedures for animal behaviour needs; and that education programmes developed and/or delivered by the SPCA are effective, accurate and reflect current best practice.

KEY ACCOUNTABILITIES:	KEY PERFORMANCE INDICATORS:
1. Prepare scientific and technical information and advice on animal welfare issues.	<ul style="list-style-type: none"><li>• Develop SPCA policy and position papers, discussion papers, research reports, information sheets and articles relating to animal welfare issues and in line with SPCA vision and values</li><li>• Preparing submissions on animal welfare to government and/ or external organisations</li><li>• Support of the SPCA's scientific animal welfare strategic objectives</li><li>• Support to the Chief Scientific Officer for the review of the SPCA Animal Welfare Policies</li><li>• Contributes towards the development and implementation of policies and procedures to ensure best practice for SPCA</li><li>• Works collaboratively with Chief Scientific Officer to support achievement of negotiated team and individual KPI's</li></ul>
2. Establish and maintain collaborative relationships with government, industry and SPCA's to promote SPCA animal welfare policies through the use of science.	<ul style="list-style-type: none"><li>• Actively promote evidence based strategies, programmes and campaigns promoting improved animal welfare to lift standards of responsible pet ownership and welfare</li><li>• Communicates effectively with all levels of staff of the SPCA and external key stakeholders playing a key role in all animal welfare initiatives</li></ul>

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3. Participates as a professional and constructive member of SPCA's Science and Education team.	<ul style="list-style-type: none"><li>• Attends Team meetings as required</li><li>• Support and work collaboratively with a team of scientists in the roll out of SPCA's animal welfare science strategy</li><li>• Contributes constructively towards the achievement of strategic and operational goals of the Science and Education Department</li><li>• Participates as a constructive and professional member of the Science and Education Department</li><li>• Assist in research and scientific projects to support the SPCA</li></ul>
4. Ensures all health and safety requirements are met.	<ul style="list-style-type: none"><li>• Contributes towards the development and implementation of policies and procedures that ensure compliance with Health and Safety at Work Act 2015</li><li>• Contributes to the minimisation of risk by ensuring that services are delivered in accordance with the SPCA philosophy, policy and procedures</li><li>• Is aware of and can identify hazards to which the organisation may be exposed and takes appropriate action accordingly</li><li>• Has knowledge of and is able to apply emergency procedures as appropriate</li></ul>
5. Carries out other duties as required from time to time.	<ul style="list-style-type: none"><li>• Acts as a part the SPCA team</li><li>• Contributes to SPCA campaigns and events as requested by the Chief Scientific Officer</li><li>• Carries out tasks as requested by the Chief Scientific Officer</li></ul>

### INTERNAL/EXTERNAL RELATIONSHIPS:

- All SPCA Staff and Management
- Other relevant bodies/ organisations

### Professional/Technical Qualifications

- Tertiary qualifications in a relevant discipline, preferably at a post-graduate level. Ideally, with a PhD or MSc in animal welfare.

### Experience/Skills

- Broad knowledge of the animal welfare issues.
- Experience in scientific research and in preparing and undertaking scientific investigation and analysis.

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- Experience completing critical reviews of scientific literature and presenting summarised results.
- Experience of constructing scientific reports, papers, letters and information sheets.
- Experience of managing and analysing technical data.
- Well-developed research and analytical skills.
- Excellent verbal and written communication skills with proven ability to be able to communicate complex scientific information to a broad range of audiences.
- Project management.
- Computer literate with a familiarity with electronic database management.
- Working knowledge of statistics.
- Ability to prioritise own workload and to manage own time efficiently.
- Ability to work independently, and as part of a team with staff inside the Animal Welfare Science & Education Department and with professionals from other organizations.

### **Personal Qualities**

- A proven interest in animal welfare and commitment to the mission of the SPCA.
- Ability to develop good working relationships with a wide variety of individuals and organisations.
- Excellent attention to detail.
- The ability to work under pressure and the ability to plan and prioritise a varied workload and meet fixed deadlines.
- The ability to work independently and collaboratively and to react quickly to a range of different demands.