



POSITION DESCRIPTION

POSITION TITLE:	Animal Welfare Inspector
LOCATION:	As per employment agreement
REPORTS TO:	Inspectorate Team Leader
DIRECT REPORTS:	N/A

PURPOSE

As a compliance and enforcement officer, provides effective delivery of the functions required of an inspector appointed under the Animal Welfare Act 1999 and associated legislation. Working within the SPCA Compliance Framework, consistently working to improve outcomes for animals and animal welfare within New Zealand, including the prosecution of offenders.

Actively participates as a positive member of the Inspectorate team so that it is high performing, effective, responsive, and efficient, by responding to assigned animal welfare complaints and incidents within required timeframes and delivering appropriate resolutions and outcomes.

Complies with SPCA policies, procedures, and practices, and always promotes SPCA values within the team, greater inspectorate, and organisation.



KEY ACCOUNTABILITIES	KEY RESPONSIBILITIES
<p>1. Participates as a team member of a highly capable and competent inspectorate team to ensure high standards of performance and service delivery at all times.</p>	<ul style="list-style-type: none"> • Participates as an inspectorate team member, by responding to assigned animal welfare complaints and incidents within required timeframes, and delivering appropriate resolutions. • Adheres to SPCA policies and procedures at all times, and supports and adheres to the principles of animal welfare as stated by SPCA and the law. • Communicates effectively with all SPCA employees, volunteers, external stakeholders and members of the public ensuring animal welfare standards are maintained. • Provides mentoring to more junior team members where able and as required and assists with training of new inspectors and field officers where appropriate and required. • Implements technical advice received from more senior members of the team as instructed, and escalates any concerns through the line manager. • Promotes and represents SPCA in a professional manner at all times. • Works effectively with identified SPCA prosecutions team and legal counsel to support effective prosecution of animal welfare offending. • Participates in animal welfare initiatives promoted by SPCA • Ensures the achievement of negotiated individual and team KPIs. • Ensures animal welfare incidents or complaints to which they are assigned are attended in accordance with SPCA policy, procedures and technical standards. • Ensures all animals that are transported in the course of their duties are transported in accordance with the relevant legislation and Codes of Welfare. • Provide appropriate assessment and interventions for emergency situations. • Ensures appropriate risk assessment is undertaken so that all works are performed in a safe and professional manner, ensuring both staff and animals are safe at all times. • Works with animal owners within the SPCA Compliance Framework to educate them on the care and welfare of animals.



<p>2. Participates in the cost effective and efficient management of budget and operational costs including investigation costs and other budget items.</p>	<ul style="list-style-type: none"> • Acts within delegated levels of authority • Alerts the Line Manager and/or other relevant manager to any issues that may have cost implications for the team.
<p>3. Works collaboratively with relevant managers, centre employees, field and ambulance officers (where relevant) regarding the flow and care of animals brought in by the inspectorate team and in the care of SPCA centres.</p>	<ul style="list-style-type: none"> • Alerts the relevant managers and employees to any incoming animals via the inspectorate channels and their specific requirements for care. • Works with relevant managers to determine the best location to which to transport the animal. • Works with Field/Ambulance officers (where relevant) to manage workload. • Alerts relevant managers and maintains animal's data records on any investigation regarding animals which have come to a centre. • Ensures centre employees are appropriately briefed on the information requirements for any investigation.
<p>4. Maintains professionalism at all times ensuring the efficient and effective implementation of the Animal Welfare Act.</p>	<ul style="list-style-type: none"> • Ensures all assessments / interventions / practices are appropriate, lawful and completed in a timely manner, in particular for the purpose of enforcement under the Animal Welfare Act. • Ensures all reports and other documentation, including database entries, are completed in a timely, accurate and professional manner at all times, and in accordance with SPCA policies and procedures. • Maintains records in Shelterbuddy in a timely fashion, in compliance with data standards and SPCA policies, and to meet organisation needs and legal requirements. • Uses notebooks to record events accurately and in a timely fashion to meet organisational needs and legal requirements. • Attends court cases pertaining to the Animal Welfare Act as required.
<p>5. Actively contributes to Health & Safety.</p>	<p>Ensures compliance with the Health and Safety Act 2015 by:</p> <ul style="list-style-type: none"> • Taking reasonable care of your own health and safety and ensure that you don't cause harm to others • Complying with all health and safety instructions, policies or procedures, including but not limited to; • Reporting incidents and unsafe practices as soon as they occur • Identifying risks, reporting them and taking appropriate action to mitigate them



	<ul style="list-style-type: none"> • Knowledge, and compliance of, emergency procedures • Completing mandatory training within the required timeframes
6. Supports process improvement groups and projects across the organisation to improve organisational performance	<ul style="list-style-type: none"> • Actively participates in these groups and works collaboratively with all employees to achieve goals. • Carries out project work as requested
7. Develops and maintains professional skills and capabilities	<ul style="list-style-type: none"> • Complies with all professional requirements and training to maintain Animal Welfare Inspector appointment • Participates in training approved by their line manager, or mandated by SPCA and/or MPI • Attends training and maintains current knowledge of the Animal Welfare Act and an up to date view of the animal welfare issues that influence SPCA's policy position in the lobbying of proposed changes to the Act, as well as best practice of animal care. • Participates in professional development as agreed with their manager. • Training and competency documents are maintained and completed within required timeframes.
8. With the approval of the CEO, professionally participates in media, TV, radio, internet activities to raise the positive profile of the SPCA	<ul style="list-style-type: none"> • Acts within delegated authority • Engages professionally and in a timely manner with SPCA Communications team members • Ensures all recorded activity of SPCA is participated in with the highest level of professionalism and with regard to the purpose and values of the organisation.
9. Carries out other duties as required from time to time	<ul style="list-style-type: none"> • Provides assistance and support to wider teams as required • Provides assistance and support to SPCA events and campaigns as requested • Contributes positively to the organisation, ensuring all communication with others is professional and polite. • Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit the scope or the functions of the position. • Duties and responsibilities can be amended from time to time by the Employer to meet any changing condition.



INTERNAL/EXTERNAL RELATIONSHIPS:

- All SPCA Employees and Management
- Volunteers and Students
- SPCA prosecutions team and legal counsel
- Veterinarians in private practice
- Educational facilities specialising in vet and animal welfare training
- External stakeholders

PERSON SPECIFICATION:

Knowledge and Experience

- Qualified and warranted as an Inspector (or ability to obtain a warrant to operate as an Inspector)
- Sound knowledge of the Animal Welfare Act 1999 and other relevant legislation
- Experience in the standards of welfare, management and care of animals

Skills and Abilities

- Excellent communication skills – verbal and written including report and letter writing
- Has a strong commitment to the values of SPCA
- Strong time management, organisational and planning ability
- Analytical thinking and problem solving
- Good interpersonal skills – ability to build rapport with team members and other stakeholders
- Ability to work cohesively and effectively with all SPCA employees
- Professional in approach, open and engaging in manner
- Good physical strength, agility and fitness

Equipment used and/or technology skills

- Sound computer skills including the use of e-mail, internet and Microsoft Office applications
- Full, current, clean New Zealand driver's license
- Valid firearms license is also desirable

Personal attributes

- Positive and professional in all dealings
- Motivated and enthusiastic to make a difference
- Values driven
- Observant and attentive to detail