

## POSITION DESCRIPTION

Date: September 2018 Ref: POS1330

POSITION:	Senior Animal Management Officer
DEPARTMENT:	District Services
GROUP:	Animal Management
RESPONSIBLE TO:	Team Leader – Animal Management
LOCATION:	Kaikohe, Kerikeri and Districts
DIRECT REPORTS	Animal Management Officers
KEY RELATIONSHIPS:	<p><b>External</b> Professional client groups, public, contractors, other agencies (e.g. Police, SPCA, MPI, and DOC.)</p> <p><b>Internal</b> 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><b>Committee</b> Community Boards</p>
AUTHORITIES	<p>In accordance with Council policy:</p> <ul style="list-style-type: none"> <li>• Delegations and responsibilities under the Local Government Act 2002</li> <li>• To act as "pound keeper, ranger and auctioneer" under the Impounding Act 1955.</li> <li>• To act as Dog Control Officer under the Dog Control Act 1996</li> <li>• Delegations under the Dog Control Act 1996</li> </ul> <p>Delegations for enforcement of Council Bylaws</p>

### Purpose of the Position

To 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.

Supervise and guide the daily operations of the Animal Management Team.

## Accountabilities

### Key accountabilities

- To guide the day-to-day activities of the team 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.
- Provide support and backup to the Team Leader as required – this will include, mentoring and training team members,
- Participate in Animal Management operations with a focus on safe practices, and including participation in after-hours roster duties. This responsibility includes providing advice to the Team Leader and Manager on risks and opportunities
- Investigate complaints in accordance with Council's complaint investigation procedures, ensuring the preservation of evidence required for prosecutions or the application of other council legal processes<sup>5</sup>. Deliver promotional and educational activity to increase compliance with legislation and bylaws

### Other accountabilities

- 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

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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

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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

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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

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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

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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

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### Professional Knowledge and Skills

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- Knowledge and understanding of the requirements of the Dog Control Act 1996 and other relevant legislation
- A proven ability to communicate effectively with members of the public and to resolve conflict
- Good time management and organisation skills
- Self-motivated and able to work independently
- Is physically capable of undertaking the full range of duties
- A current and unrestricted Drivers Licence
- Firearms license or the ability to obtain a firearms license if required
- Experience and Proficiency in Microsoft Office applications (Excel, Word, Outlook)
- Investigation experience including ensuring the preservation of evidence required for prosecutions or the application of other council legal processes
- Preparation of reports, notes and other documentation as required, including documentation of complaints investigated

### Professional Behaviours

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- Good time management and organisation skills
- Self-motivated and able to work independently
- Is physically capable of undertaking the full range of duties
- Highest standards of conduct and probity
- Understanding and commitment to diverse workplaces
- Proven interpersonal skills and ability to obtain collaboration and cooperation
- 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
- Highly developed documentation, report and work flow process writing skills
- High level relationship development, management and customer facilitation skills
- Deliver promotional and educational activity to increase compliance with legislation and bylaws
- Undertake feeding and pound cleaning duties on a regular basis and assist with dog destructions and disposal of bodies



## 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.