

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Animal Health Officer

Vacancy ID: 008503

Salary: £23,398 - £24,964 Annually

Closing Date: 25/02/2018

Benefits & Grade

Grade I

Contract Details

Permanent

Contract Hours

37 hours per week

Job Description

The Environmental Health Service based in Stockton-On-Tees is recruiting an Animal Health Officer.

The successful candidate should have strong animal health knowledge as well as practical experience.

The key role of this post is to support the animal health and welfare functions of the team and to assist in responding to contact from the public and professionals according to current legal, government and departmental policy, guidance and procedures.


For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Mark Berry, Environmental Health Team Manager, on (01642) 526552

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Adults and Health		Service Area: Environmental Health	
JOB TITLE: ANIMAL HEALTH OFFICER			
GRADE: I			
REPORTING TO: Environmental Health Team Manager (Animal Health, Welfare & Pest Control)			
1.	JOB SUMMARY:		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	Implementation of enforcement, contractual and advisory procedures and policies in relation to Animal Health, Public Health and Animal Welfare Law, including E.C. Directives, Regulations and associated legislation, U.K. Acts, Regulations, Codes of Practice and Guidance Notes etc.	
	2.	To promote compliance with the law through education and advice .Investigation of complaints relating to Animal Health followed by enforcement action as appropriate.	
	3.	Undertaking a programme of inspections of relevant premises, which satisfies statutory requirements and complies with DEFRA guidance.	
	4.	Participation in targeted inspection or sampling programme as part of national or local initiatives.	
	5.	Investigation of reported cases of infectious disease in animals.	
	6	Carry out specific duties as required in support of projects, development issues and quality assurance systems. Represent the service on the regional panels dealing with specific Animal Health and Welfare issues	
	7	Assisting the maintenance of Registers of Premises with livestock, Animal movement licences, and other miscellaneous registers.	
	8	Enforcement support to the Council's Animal Welfare Service including the Rabies Contingency Plan and the Council's Major Incident Plan	
	9	Contribute to the design, maintenance and implementation of work systems, such as the design of standard letters, forms etc. as required.	
	10	Support and promote the Council's core values and corporate service standards.	
	11	Enhance the Environmental Health function's image and visibility within the Authority and the image of the Authority as a whole, by promoting awareness of services and achievements, displaying the highest standard of professional conduct at all times and by contributing to the Authority's broader corporate agenda.	
	12	Update and amend computerised and manual records, including official registers.	
	13	Extract statistics, printouts etc. as required by management, professional or technical staff and support the development of reports as needed.	
	14	Promote and maintain at all times high quality customer service, whilst receiving service requests from the public on behalf of the Environmental Health function; and promote strong relationships with partner organisations and services.	
	15	Promote and develop effective working relationships with various stakeholders and other enforcement agencies i.e. APHA, FSA, Police, NFU, Trading Standards	
	16	Support colleagues in the roll-out of initiatives to ensure efficient and effective processes and best use of technology by the team.	

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated: January 2018

PERSON SPECIFICATION

Job Title/Grade	Animal Health Officer / Grade I	
Directorate / Service Area	Adults and Health / Environmental Health	
Post Ref:	14527	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> NQF level 4 qualification such as a NVQ Level 4 or HND in animal health or welfare or the equivalent level of knowledge gained through substantial demonstrable work experience in a directly relevant area. 		Application form
Experience	<ul style="list-style-type: none"> Experience of working in an Environmental Health function or of Local Government in general Working as a member of a team Working in a customer focussed environment, liaising with partner organisations, members of the public and officers at all levels Experience of working with farm animals, equines or animals in general and their transport 		Application form/ Interview

Knowledge & Skills	<ul style="list-style-type: none"> • Working knowledge of the operation of the Environmental Health function • Up to date understanding of current issues regarding Animal Health • Ability to contribute to the design, implementation and development of systems and procedures • Ability to communicate with the public and other officers • Ability to work with limited supervision • Organisational skills to prioritise and manage workloads • Ability to assist colleagues in Animal Welfare with project or enforcement duties • Working knowledge of the operation of an Environmental Health function. • Organisational skills to prioritise and manage workload. • Well-developed verbal and written communication skills, with the public, team colleagues and other Council services. • Well-developed computer skills with proficiency of Microsoft Office packages including Word, Excel, Access, Outlook etc. • Up-to-date understanding of electronic premises databases, particularly Flare • Ability to handle and input data and help generate reports • Ability to contribute to the design, implementation and development of systems and procedures. • Customer service skills, including handling complaints • Excellent organisation and time management skills and ability to produce work of high quality to tight timescales. • Good interpersonal skills with all disciplines and levels of staff and strong customer focus. 		Application form/ Interview
--------------------	---	--	-----------------------------

Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. • Ability to work within and across teams as well as the ability to prioritise own workload and work on own initiative. • Good interpersonal skills with all disciplines and levels of staff and strong customer focus. • Willingness to participate and contribute to training required for the post • To have a flexible attitude personally and encourage in others, across all areas of the workplace. • Ensure a customer centred focus at all times in all situations to deliver excellent outcomes for all stakeholders including SBC staff. 		Application / Interview
Other requirements	<ul style="list-style-type: none"> • Holder of a current driving licence and use of own vehicle • The post will require at times, work outside normal working hours i.e. suspected outbreak of a notifiable disease 		

Person Specification dated: January 2018

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.