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| **Job Description** | |
| **Post title** | Trainee Animal Health Officer |
| **JE Reference No.** | N11535 |
| **Grade** | Grade 5 |
| **Service** | Neighbourhoods and Climate Change |
| **Service area** | Business Regulation |
| **Reporting to** | Consumer Safety Team Leader |
| **Location** | Your normal place of work will be Annand House but you may be required to work at any council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

To support the Consumer Safety Team in delivering its regulatory responsibilities in respect of animal health and welfare services in all relevant settings across County Durham, including those premises that are subject to the current animal licencing regimes.

To become part of a team that coordinates, develops and delivers high quality, efficient and cost-effective services, which are responsive to community needs, work in partnership and continue to strengthen the Councils reputation in relation to its animal health and welfare responsibilities.

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| **Duties and responsibilities** |

* The post holder will undertake the Animal Health Officer Training programme.
* Study for and achieve the CTSI Animal Health and Welfare Professional Qualification.
* Study for and achieve the Regulatory Compliance Officer (level four) training course.
* Assist in the delivery of an effective animal health service for livestock, farms and other livestock related premises.
* Assist in the delivery of an effective service for the enforcement and implementation of licencing at premises with animal related activities.
* Work with other enforcement agencies to assist in the co-ordinated approach to enforcement of animal health matters.
* Undertake a range of technical duties and responsibilities commensurate with qualifications and experience in relation to animal health.
* To fulfil duties in conjunction with the relevant legislation or council policy including the duties they provide, for example Animal Welfare Act 2006 or PACE.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * Either have or expect to achieve 2 A Levels or Level 3 equivalent qualification * 5 GCSEs at Grades A\*-C/9-4 including Maths and English or hold an equivalent and relevant qualification * Ability to achieve Level 4 Regulatory Compliance Officer qualification. |  |
| Experience | * Ability to use Microsoft Office applications confidently (Excel, PowerPoint, Word) * Ability to work to deadlines. * Ability to work on complex issues. * Ability to deal with confrontation and sensitive issues * Ability to solve problems and deliver effective solutions |  |
| Skills & Knowledge | * Competent ICT skills for example word, case management systems, powerpoint, excel and e-mail management. * Good level of numeracy and analytical skills * Attention to detail * Good organisational skills * Good communication and interpersonal skills |  |
| Personal Qualities | * A genuine interest in animal health and welfare matters * Comfortable working in a range of settings involving contact with livestock and domestic animals * A flexible approach to work and capability * An organised approach to work and tasks * A commitment to delivery of a quality service * Self-starter who can use own initiative * Customer focus and positive outlook, communicating with tact, diplomacy and confidentiality. |  |
| Special Requirements | * Must be willing and able to work outside of normal hours depending on the needs of the service. | * Access to a car or means of mobility support (if the post holder is driving then they must hold a current valid driving licence and have appropriate motor insurance cover) |