

# Dog Warden

## Person Specification

We will use these criteria to assess your suitability for the job.

### Essential

1. Ability to interact with others, to interpret, apply and enforce legislation in accordance with Council policy and Government guidance, and to educate others about the legislation.
2. The ability to work on their own, using own initiative, as well as in a team environment.
3. Ability to manage own workload and to prioritise work as well as updating service requests, record systems and maintaining statutory records/register.
4. Experience and understanding of dog control and animal welfare functions and applicable legislation.
5. Experience of collaborative working, with internal and external partners to deliver projects and campaigns.
6. Excellent written and oral communication skills and the ability to clearly articulate key messages to different audiences.
7. Good ICT and keyboard skills, including use of Microsoft applications.
8. A commitment to equal opportunities in service delivery and employment.
9. Driving licence.

## Part B

The following criteria will be further explored at the interview stage.

1. Approach to communication and delivering difficult messages.
2. Track record of interpreting legislation, guidance and best practice documents to inform advice, policy development and formulation.
3. Approach to prioritising work when faced with conflicting deadlines.
4. Approach to forming and managing relationships with customers and partners.
5. Understanding of the council's equal opportunity policy and embedding this in your practice.

## Desirable

1. Knowledge of local government structures, processes and issues.
2. Qualifications in animal welfare.
3. Understanding of financial management, procurement, contract monitoring and budget management.

## Additional Requirements

- Occupational health clearance.

## Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?