

## Animal Health and Welfare Officer - Grade 8

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

Working within Environmental Health, the role is responsible for the enforcement and advice on all Animal Health and Welfare legislation and guidance. The role requires working closely with all other functions of the Environmental Health, in particular the Food Safety Team to ensure the health and welfare of animals in Kirklees and to prevent transmission of animal disease. Public Protection Services also includes the Licensing and Pest Control Departments, post holders will be expected to work flexibly throughout the Council helping to deliver outcomes depending on need.

This role is based within [Economy and Infrastructure](#). Find out more about [working for Kirklees](#).

### The Job

This is a proactive department that strives to achieve service excellence through the effective training and development of the team and use of resources. Team members are expected to participate in CPD training and assist in the training of Student Environmental Health Officers and other staff where appropriate within the Service.

The role involves responding to and investigating complaints concerning the health and welfare of farmed animals, carrying out inspections at identified critical control points, the administration and issuing of animal welfare licences, issuing legal notices/ documentation to enforce compliance with relevant legislation and providing advice to businesses and the general public on animal health and other related matters.

When required, the postholder will also need to conduct interviews in accordance with Police and Criminal Evidence (PACE) code of practice and prepare files for legal proceedings. From time to time, the postholder may also be asked to assist with wider environmental health matters and functions such as Health and Safety and Pollution and Noise Control.

The postholder will maintain accurate records of the work undertaken, using appropriate documentation and IT systems. The post holder will prioritise workloads, and ensure targets and deadlines are met. The post holder will communicate with customers, partners, external agencies and present information at meetings as appropriate.

### Job Checklist

- Help deliver an Animal Health and Welfare / Environmental Health function which is delivered in an efficient and responsive manner and which is attuned to diverse customer needs.
- Ensure Council and statutory functions are carried out within your area of functional responsibility.
- Promote compliance with the law through education and advice, taking proportionate and graduated enforcement action as necessary.
- Plan and manage your own workload, ensuring outcomes are completed on a timely basis and to a high standard.
- Prioritise work streams to ensure safety and wellbeing of the public
- Communicate with colleagues, managers, customers and businesses.
- Provide technical support to Environmental Health Senior Managers, Elected Members, Council Cabinet, Scrutiny and Local Public Service Boards.

Please see your responsibilities related to [safeguarding](#).

## The Person

- We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.
- Understanding the positive contribution you can make to the health and wellbeing of Kirklees residents and the wider public health by delivering high quality Environmental Health Interventions in varied and challenging situations.
- With a flexible approach you will work both in the office and out in the communities we serve whether that is at a local farm, market or collection centre, local business or people's homes. Recognising that not all situations will be pleasant or welcoming – however – understanding we have a job to do.
- You will understand that doing the job safely is paramount and will always consider risk and comply with measures to minimise risk. You will be keen to share your experience with new or less experienced members of the team
- The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:
  - Positive
  - Honesty
  - Respectful
  - Flexible
  - Communicative
  - Supportive

We also expect you to promote and role model the Council's Expectations of a Council employee within the organisation.

This role is at level 2. Please read our [Behaviours and Expectations](#).

## Person Checklist

**In order to be considered for this role you will need to demonstrate the following skills, abilities and experience on your application form:**

- A Knowledge of or experience of working with farm animals, poultry and horses
- A knowledge or experience of animal health and welfare with reference to the prevention of the transmission of diseases.
- Knowledge and or experience of all aspects of Animal Health and Welfare legislation
- An understanding of working within an enforcement role and the ability to take appropriate enforcement action.
- Excellent team and multi-disciplinary / agency working, demonstrating the ability to work with others to deliver common or shared outcomes.
- Have excellent communication skills to maximise delivery of interventions and to keep accurate and compete records in line with current legislation.
- A commitment to continuous personal development (CPD)
- An understanding of current issues facing local government
- Available to work evenings, weekends and occasional night shifts.
- Willing to undertake standard screening plus any other medical screening as decided by the occupational health physician, appropriate to occupational risk.
- Travel is an essential part of the job. The job holder must hold a full and valid driving licence and it is expected that you will use a Council vehicle.

*This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.*

**For Recruitment Purposes:** In order to be considered for this role you will need to provide evidence that you meet all the requirements in the Person Checklist