

Your Position

Your job	Animal Control Officer Kaimahi Whakahaere Kararehe
Your group	Policy, Planning & Regulatory Services
Your team	Monitoring and Compliance
Your manager	Team Leader Animal Control, Suzanne Hokianga
Your base	Council premises within Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

How we work together:

- Whakakotahi - Team up
Mā te mahi tahi e puta ai he hua ki tō tātou hapori
Together we make a difference for our community
- Mahi Atamai - Work smart
Ka whakapātari i a tātou anō kia pai ake ai ngā hua
We challenge ourselves to do things better
- Whakatinanatia - Make it happen
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
We use our energy to get things done

Your team's purpose

Policy, Planning & Regulatory Service's purpose is to:

- Develop, prepare and oversee policy, plans and strategies relating to social, economic, environmental, infrastructure, climate and regulatory services issues (including resource management, climate and District Planning policy);
- Lead the corporate planning processes including the Long-term Plan and Annual Plan; Deliver the regulatory functions and monitoring / enforcement services in relation to District Plan development control, building control, environmental control and animal control.
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Your purpose

The Animal Control Officer role is to work as a member of the Animal Control centre in safeguarding the community by providing an effective animal control service.

The Animal Control Centre carries out all aspect of dog and stock related tasks including the registration of dogs, carrying out annual dog owner education programmes, investigating complaints, enforcing dog control and other related legislation and Council bylaws, impounding straying dogs and stock and the operation of the pound.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none">• None
Your indirect reports	<ul style="list-style-type: none">• None
External people and groups	<ul style="list-style-type: none">• Members of the public, community organisations and sporting teams• Other local authorities• Police Officers• Veterinarians• Government, public organisations and business
Internal people and groups	<ul style="list-style-type: none">• Executive Leadership Team, managers and staff at all levels of the organisation• Mayor, Councillors, Council and Council committees

Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<ul style="list-style-type: none"> • To carry out the statutory functions of an Animal Control Officer under: <ol style="list-style-type: none"> a) The Dog Control Act 1996 and regulations made pursuant to the Act b) The Impounding Act 1955 and regulations made pursuant to the Act c) The Porirua City Council General and Dog bylaws • To provide a customer orientated Animal Control service • May be required to work on a duty roster basis as needed, up to 24/7 this may include: <ol style="list-style-type: none"> a) Weekend duty b) An on-call city wide response service • To carry out routine and directed motor patrols of the city. • To impound all dogs and stock found roaming at large within the city, and if unable to catch and impound pursue dog home to their owner's address and issue a notice of complaint to the owner. • To investigate all complaints in accordance with Council's complaint investigation procedures ensuring the preservation of evidence required for District Court prosecutions or the application of other Council legal processes • To prepare reports, notes and other documentation of complaints investigated • To give evidence in the District Court as required • Provide office and administrative support • Provide backup assistance for other Dog Control Officers • Undertake animal feeding and pound cleaning duties on a regular basis with other Animal Control staff and assist with dog euthanasia • Provide education to animal owners and the community. Assist with updating Council's Animal Control Website. • Undertake inspection of dog owners' premises in line with the responsible dog owner policy criteria. • Engage additional officer or Police support based on risk assessment of situation
Relationship Management	<ul style="list-style-type: none"> • Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive • Attend community days and undertake educational visits to schools and workplaces particularly on safety around dogs • Liaise with other agencies in matters relating to animal welfare
Corporate Responsibilities	<ul style="list-style-type: none"> • Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Manage own personal health and safety and takes appropriate action to deal with workplace hazards, accidents and incidents • Comply with all legislative requirements • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event

Your skills, experience and qualifications

<p>It's essential that you have:</p>	<ul style="list-style-type: none"> • A sound knowledge and understanding of the requirements of the Dog Control Act 1996 and Impounding Act 1955 and related regulations • A highly customer focused approach with demonstrated ability to communicate effectively with members of the public with the ability to diffuse potentially inflammatory situations • Proven ability and confidence to quickly assess a situation and make sound decisions as to what actions are required • The ability to work successfully both in a team environment or without supervision • Sound time management and organisation skills with an organised and methodical approach to record keeping • A familiarity with standard office and computer systems • Well developed, effective verbal and written communication skills, including report writing • Practicable experience in animal control or welfare, including being a confident dog handler and be able to read a dog's body language • An understanding of animal welfare and disease transmission • A current unrestricted New Zealand driver's licence • The physical ability to carry out all tasks required • Availability to be rostered on for weekend and after hour call out work • Understanding and commitment to health and safety in the workplace • Understanding and commitment to diverse workplaces • Understanding and commitment to the Treaty of Waitangi and bicultural issues
<p>It'd be great if you also have:</p>	<ul style="list-style-type: none"> • A National Certificate in Compliance and Regulatory Control – Minimum Animal Control Level 2 • Previous recent experience as an Animal Control Officer • Knowledge of court proceedings

Last updated June 2021



Porirua City Council supports an inclusive and welcoming environment and is a member of Te Urū Tāngata, Centre for Workplace Inclusion.