

Your Position

Your job	Team Leader Animal Control Kaiārahi Rōpū Whakahaere Kararehe
Your group	Policy, Planning & Regulatory Services
Your team	Animal Control
Your manager	Manager Monitoring & Compliance
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.
- Deliver the regulatory functions and monitoring / enforcement services in relation to District Plan development control, building control, environmental control and animal control.
- The Climate and Environmental Planning team's vision is to contribute to a resilient and inviting city that enables our communities to thrive.

Your purpose

The Team Leader Animal Control role is to:

- Lead the Animal Control team to deliver high quality, legally sound and client focused Animal Control support.
- Ensure the systems, processes and training used by the team are efficient, fit for purpose and support the staff to deliver timely and good quality services to our client
- Ensure the team operate within a balanced framework ensuring regulatory compliance and promoting proactive compliance through education.
- Ensure we comply with our Health and Safety responsibilities and that the team have appropriate tools and procedures to remain safe in the field.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none">• Senior Animal Control Officer• Animal Control Officers (4)• Pound Officer
Your indirect reports	<ul style="list-style-type: none">• After Hours Contractors
External people and groups	<ul style="list-style-type: none">• Government, public organisations and business• Members of the public and community organisations• Other local authorities• Contractors, consultants and suppliers• Police
Internal people and groups	<ul style="list-style-type: none">• Executive Leadership Team, managers and staff at all levels of the organisation

Your responsibilities

What you'll do	How you'll do it
Leadership and Management	<ul style="list-style-type: none"> • Lead the Animal Control team to achieve results based on legislative requirements by setting performance expectations, providing guidance and development, monitoring individual and team performance, and providing constructive feedback/support when required. • Lead Animal Control resource requirements and work assignment. • Ensure Animal Control staff are trained and equipped to provide high quality, technically correct and customer focused support to enforce the Dog Control Bylaw, Policy and Dog Control Act. • Provide effective and efficient operational management of Animal Control activities.
Operational Delivery	<ul style="list-style-type: none"> • Lead the identification of improvements, efficiencies, capability and client relationships and coordinate the implementation of those improvements with other parts of the organisation where required. • Prepare and present performance reporting and other measures, as required by the Manager Monitoring and Compliance. • Investigate and manage client issues and complaints to resolution and/or provide support to the Manager Monitoring and Compliance and/or the General Manager PPRS to resolve issues. • Provide advice and information to the Manager Monitoring and Compliance as required, including reporting against deliverables. • Arrange, coordinate or participate in special projects, working groups or committees, as required. • Review all infringement appeals within Animal Control. • Provide training to new and existing staff as required, including operational processes and court process. • Ensure all operational processes are documented. • Attend defended hearings and give evidence as required. • Process all appeals for infringements and other enforcement activity. • Supervise preparation of prosecution files. • Prepare files for Council hearings relating to menacing dog objections, disqualification of dog owners and barking dog abatement objections. • Review and update the education program and coordinate its use to promote education in schools and the community. • Coordinate rosters of staff and external contractors ensuring adequate cover for the activity. • Provide backup to Animal Control Officers if required
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 • Represent Council and the Policy, Planning and Regulatory Group at appropriate conferences, seminars and other events
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 • 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"> • Relevant tertiary qualification in Compliance/Enforcement or relevant experience (at least 5 years in similar role). • Proven operational team leadership or management experience • Excellent interpersonal and communication skills and the ability to establish and build upon working relationships effectively • Strong planning and prioritising skills • A sound knowledge and understanding of relevant legislation • Organised and methodical • Strong problem solving & negotiation skills • A current and unrestricted Drivers Licence • Report writing skills • Demonstrated ability to pick up new systems quickly • Proven experience in identifying and implementing process improvements • Ability to successfully operate in regulatory framework • A proven ability to communicate effectively with members of the public and to resolve conflict • 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"> • Experience workings in Local and/or Central Government.

Last updated June 2026



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