



Position Description

Position Details

Position title	After Hours Animal and Noise Control Officer
Reports to	Regulatory and Compliance Group Manager
Group	Regulatory and Compliance Group
Staff	Nil
Employment type	Permanent part time
Hours of work	As required
Location	Main Office, 125 Queen Street, Waimate
Date last reviewed	3 February 2021

Purpose

The After Hours Animal and Noise Control Officer is responsible for undertaking Animal Control and Noise Control enforcement that seeks to minimise adverse effects from animals in public areas and promote public safety under relevant legislation and bylaws.

Council Overview

Local Government Purpose

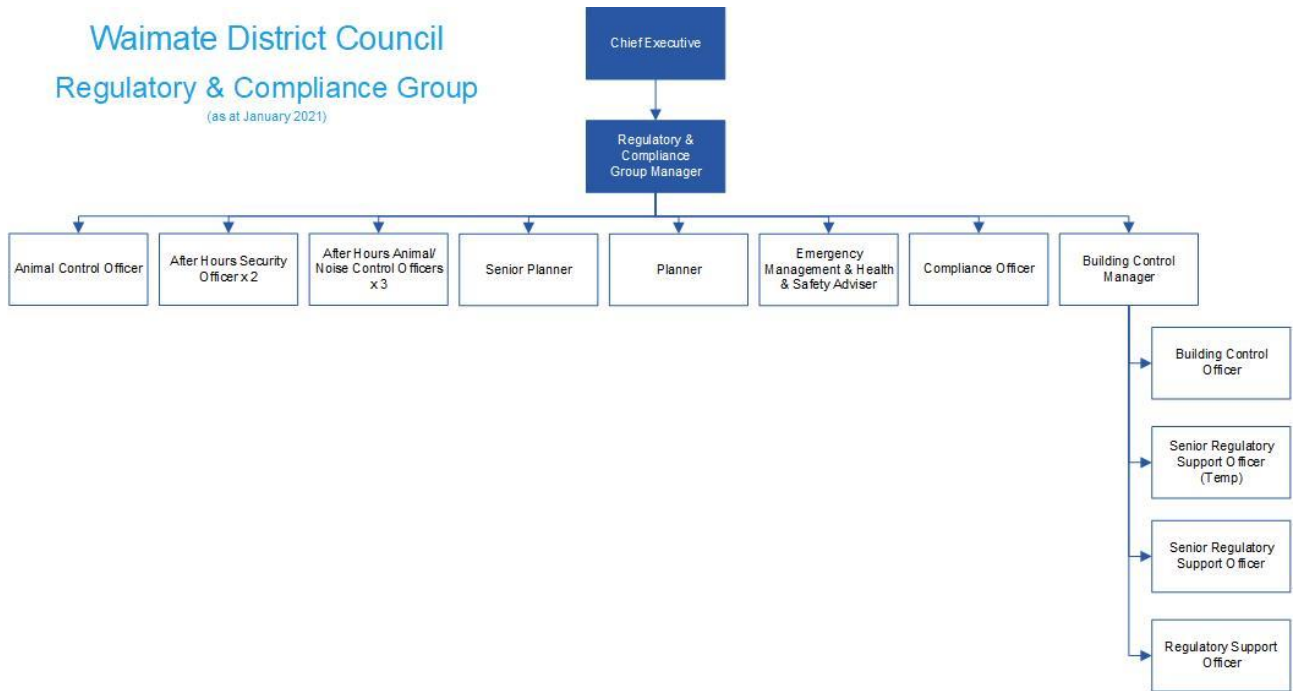
As defined in the Local Government Act 2002:

- 1 To enable democratic local decision-making and action by, and on behalf of, communities; and
- 2 To promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

Waimate District Council's Vision for the District

Leading our communities towards a diverse, thriving and sustainable district.

Structure



Staff Vision and Values



Internal and External Relationships

Internal Relationships	External Relationships
<ul style="list-style-type: none">• Regulatory and Compliance Group Manager• Animal Control Officer• Regulatory Support Officer• Other After Hours Animal Control Officers• All WDC Staff	<ul style="list-style-type: none">• Members of the Public• Police• Local Veterinarians• SPCA

Key Responsibilities

Animal Control

- Undertake the functions and responsibilities of a Dog Control Officer under the Dog Control Act 1996 and an authorised Officer under the Impounding Act 1955 and all relevant Council Bylaws and Policies.
- Respond to complaints of wandering or dangerous dogs and stock.
- Impound roaming dogs and stock as necessary.
- Notify owners of impounded animals as required.
- Ensure that animals in the pound are well cared for, and that the pound is kept in a clean and hygienic condition.
- Promote responsible dog ownership and the welfare of dogs.
- Attend meetings as and when required.
- Investigate all reported serious animal control incidents and record sufficient information including witness statements and photographic evidence, with Police assistance where necessary, to undertake successful prosecutions. Undertake the service of summaries in accordance with court procedures. Contribute to the collation of case files for court action and present evidence in court where required.
- Submit reports/documentation on incidents pertaining to dogs, which have attacked or challenged any person or other animal.
- Attend training as required.

Noise Control

- Undertake the functions and responsibilities of a Noise Control Officer under the Resource Management Act 1991.
- Attend Noise Control Call-Outs as requested and make an assessment as to whether or not the noise is acceptable or excessive.
- When a complaint is substantiated safely follow the procedure outlined by the Resource Management Act.
- Issue excessive noise directions as required.
- Utilise NZ Police as necessary or appropriate (seizure of equipment that generates noise)
- Complete all documentation as required.
- Attend training as required.

The following responsibilities apply to all staff.

Health and Safety

The Health and Safety at Work Act 2015 places the onus of responsibility for health and safety on workers as much as the Council. It is imperative all workers actively participate in managing risks and hazards, reporting accidents, incidents and near accidents, and avoiding any action which may cause harm to themselves or others. This includes:

- Working in a safe manner to protect themselves, their fellow workers and all plant, property and equipment.
- Only operating equipment for which they have been trained and/or instructed in and hold appropriate authorisations for, or with specific supervision.
- Adherence to the relevant legislation, regulations, standards, rules, instructions, and best practice.
- Keeping their work area or equipment clean and tidy and maintaining a high level of housekeeping.
- Wearing appropriate personal protective equipment.
- Ensuring no acts or omissions while at work causes harm to themselves or any other person.
- Being familiar with all emergency equipment in the work area and all work-site emergency procedures.
- Not wilfully interfering with or misusing items or facilities provided in the interest of safety.
- Reporting all workplace illnesses, injuries, near misses and incidents as soon as possible using the reporting form and taking all reasonable action to eliminate their recurrence.
- Reporting any hazardous condition, situation or event.

Civil Defence/Emergency Response Duties

- All Council staff are expected to undertake appropriate training to prepare for a Civil Defence/emergency management event. In the event of an emergency or potential emergency, you must firstly have due regard to the safety of your family. You may be assigned duties to assist Council in managing the event.

Variation of Responsibilities

The key responsibilities described in this document should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of this position. Key responsibilities may be amended from time to time following consultation with the position holder, Regulatory and Compliance Group Manager and Human Resources Manager, and will be reflected in this document. From time to time, you may be required to perform duties outside of your normal responsibilities as needed.

Knowledge, Qualifications and Experience

Essential

- Extensive past experience and confidence handling animals.
- Excellent Customer Service/Public Relations skills.

- Full clean drivers licence.
- Excellent time management, communication, administration and organisation skills.
- Physically capable of undertaking the full range of duties.
- Must have the ability to disseminate and enact legislation.

Desirable

- Previously held an Animal Control Officer or Noise Control role.
- Diploma NZIACO

Expected Behaviours

Core Behaviours	
Accountability	<ul style="list-style-type: none"> • Accepts responsibility for own actions and decisions • Delivers on commitments • Admits mistakes and uses them as learning opportunities
Adaptability	<ul style="list-style-type: none"> • Willingness to accept changes and can readily reset their objectives, priorities and plans to accommodate new requirements
Business ethics	<ul style="list-style-type: none"> • Demonstrates integrity, honesty and commitment • Models a high level of professionalism and exercises discretion • Maintains confidentiality • Is prudent in financial dealings
Communication	<ul style="list-style-type: none"> • Communicates messages in a clear, concise and consistent manner • Ability to communicate effectively with a wide variety of people • Uses the most effective method and style of communication for the audience and situation • Utilises effective listening skills and questioning techniques
Customer service	<ul style="list-style-type: none"> • Recognises the diversity of customers, and adapts approach and style to meet their needs • Consistently demonstrates respect, responsiveness and professionalism while providing superior services for customers • Problems and complaints are acknowledged and attempts made to resolve them in a timely fashion, seeking advice from senior staff where required • Always complies with Council confidentiality policy when dealing with customer information.
Self management	<ul style="list-style-type: none"> • Proactively plans work and manages competing priorities to ensure deadlines are met • Plans and utilises resources in the most effective and efficient way • Makes appropriate decisions, taking into consideration impacts and risks

Core Behaviours	
	<ul style="list-style-type: none"> • Listens to and considers different viewpoints, remaining calm when challenged • Alerts manager when overloaded, stressed or having difficulty with specific tasks or areas of responsibility • Continually looks for opportunities to gain new knowledge and skills
Team work	<ul style="list-style-type: none"> • Is an active and contributing team player • Values diversity and supports different ways of working • Proactively shares information, ideas and experiences • Empowers others to succeed and to seek excellence • Credits others for their contributions and accomplishments
Vision and values	<ul style="list-style-type: none"> • Shows commitment to Council's vision and values

Role Specific Behaviours	
Decision-making	<ul style="list-style-type: none"> • Identifies and uses various sources of information to make an informed decision • Considers risk factors in decision-making • Uses own judgement and experience to solve problems • Makes decisions on a timely basis
Innovation	<ul style="list-style-type: none"> • Continually reflects on how things could be done better • Adopts a positive attitude to improvement and change • Challenges the status quo
Intellectual capability	<ul style="list-style-type: none"> • Shows evidence of analytical thinking • Rapidly and accurately identifies key issues or actions • Goes beyond the information immediately available • Understands the possible ramifications of their work and issues
Relationship building	<ul style="list-style-type: none"> • Builds and maintains professional and productive relationships • Understands stakeholders' views and why they are held • Demonstrates sensitivity to other groups and values diversity • Establishes and maintains a positive relationship with the media

Approval

**After Hours
Animal and
Noise Control
Officer**

Name

Signature

Date

**Regulatory and
Compliance
Group Manager**

Name

Signature

Date

**Human
Resources
Manager**

Name

Signature

Date