

JOB DESCRIPTION

Job Title: Auxiliary Inspector

Reports To: Responsible to Deputy Chief Superintendent through your Chief Inspector

Contacts: General public, Animal Rescue and Rehoming Centres (ARRCs), Inspectorate, Animal Helpline, external agencies

Overall Purpose of the Role:

An Auxiliary Inspector appointed to a Region will operate as one of a working team in accordance with standard procedures. This will involve regular communication and collaboration with other Inspectors and Animal Rescue Officers.

An Auxiliary will not normally perform any duty without prior request from the Animal Helpline or local Inspector, however, in emergencies Auxiliaries should use their initiative in dealing with birds or animals which are injured or in distress. All reports should be made to the Chief Inspector.

Key Responsibilities:

- Model the Society's values, Committed, Compassionate, Professional, Expert, Collaborative and Adaptable in the workplace at all times.
- Attending to injured/distressed animals and birds by removal for veterinary treatment or humane destruction. Auxiliaries are qualified only to carry out the humane destruction of small animals and birds.
- To fully investigate complaints of animal cruelty, you will
 - Determine the degree of animal neglect or cruelty if any.
 - Where a welfare problem is found take appropriate action (i.e. give advice, issue an Animal Welfare Notice)
 - Remove animal from situation when appropriate.
 - Make follow up enquiries or visits to ensure advice given has been acted upon.
 - Record fully and accurately all actions taken.
 - Prepare and present reports to Chief Inspector.
- Providing corroboration during an investigation/case which is being carried out by the regular Inspector.
- Advising the regular Inspector on local matters and events.
- Assisting the regular Inspector on car park duties at shows/events.
- Servicing collecting boxes within his/her area of responsibility.
- Attending markets when required.

- You will be expected to carry out any other general duties as directed by your line manager and to co-operate with other members of staff as required.

To carry out their duties effectively an Auxiliary Inspector shall:-

- Work in accordance with the Auxiliary Inspector Operations Manual provided and be fully conversant in Animal Welfare legislation.
- Develop and maintain a good working relationship with colleagues, the general public, other Society departments and branches and the following agencies:
 - Police Scotland
 - Veterinary Surgeons
 - State Veterinary Surgeons
 - Local Authorities i.e. Animal Health Inspectors, Housing Officers, Dog Wardens
 - Coast Guards
- Have a good general bearing in terms of manner and appearance in accordance with the Auxiliary Inspector Operations Manual
- Should have excellent customer care skills when communicating with all people from all different backgrounds.
- You will be expected to carry out any other general duties as directed by your line manager and to co-operate with other members of staff as required.

Person Specification: Auxiliary Inspector

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • A minimum of five standard grades at general level (or equivalent National Qualifications) including English and Maths 	<ul style="list-style-type: none"> • Ideally a qualification in animal husbandry or science • Customer care qualification
Experience & Job Knowledge	<ul style="list-style-type: none"> • Practical experience with livestock, horses and domestic animals • Working with the general public • Previous experience in a customer focussed environment 	<ul style="list-style-type: none"> • An understanding of and commitment to health and safety in the workplace
Job Related Skills / Competencies	<ul style="list-style-type: none"> • Excellent customer care and communication skills • Attention to detail • Good IT skills 	
Personal attributes	<ul style="list-style-type: none"> • A strong interest in and commitment to animal welfare • Resilient and calm approach • The ability to handle challenging situations • Act with professional integrity • Flexible • Work well within a team 	<ul style="list-style-type: none"> • A commitment to and understanding of the benefits of animal welfare education
Additional relevant criteria	<ul style="list-style-type: none"> • Full driving licence • Willingness to work within a flexible work pattern • Subject to a Disclosure Scotland standard check 	