

JOB DESCRIPTION

- Job Title:** Probationary 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 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.

The Inspector will deal with many different types of calls relating to animal welfare and also carry out routine visits to establishments trading or displaying animals.

Key Responsibilities:

- Model the Society's values, Committed, Compassionate, Professional, Expert, Collaborative and Adaptable in the workplace at all times.

To Fully Investigate Complaints of Animal Cruelty.

- 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 or report to Procurator Fiscal)
- 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.
- Prepare and present reports to the Procurator Fiscal.

Alleviate Suffering and Distress to Injured/Trapped Animals

- Assess the degree of injury/illness if any.
- Take appropriate action.
(i.e. Release, take to Vet, ARRC, Non Society Rescue, Humanely Destroy)
- Assess if animal is trapped.
- Take appropriate action.
(i.e. release animal, seek assistance in terms of man power and equipment)

Carry Out Routine Visits to Animal Establishments

- Inspect and assess the welfare of animals within the premises.
- Assess the condition of the animals, accommodation, husbandry and management.
- Take appropriate action.
(i.e. give advice, issue an Animal Welfare Notice or report to Procurator Fiscal)

Educational Duties

- Deliver Educational talks as required

To carry out these duties effectively a Probationary Inspector shall:-

- Work in accordance with the Operation Instructions 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
 - Veterinary Surgeons
 - State Veterinary Surgeons
 - Procurator Fiscal
 - 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 Operations Instructions.
- 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:

	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 group shift pattern • Subject to a Disclosure Scotland standard check 	