

JOB DESCRIPTION

Job Title:	Inspector
Location: (applicable)	Mainland Scotland (Regional Allocation – North / Central / South as applicable)
Reports To:	Regional Chief Inspector
Contacts:	Regional Chief Inspector (RCI), Case Progression Inspectors (CPI), Wildlife Resolution Officers (WROs), Animal Rescue Team Leaders (ARTLs), Animal Rescue Officers (AROs), Animal Helpline Team, Veterinary Services, ARRC Managers and staff, Complaints Team, Procurator Fiscal Service, Police Scotland, Local Authorities, External Agencies, Members of the Public

Purpose of the Role:

To investigate reports of animal welfare concern, alleviate animal suffering, and exercise statutory powers proportionately and lawfully in accordance with Scottish SPCA policy and relevant legislation.

The Inspector operates within a regional team structure, delivering frontline enforcement and welfare interventions while contributing to a professional, evidence-led, and defensible Inspectorate model.

Key Responsibilities:

Investigation of Animal Welfare Concerns

- Investigate complaints of alleged neglect, cruelty, abandonment, and other welfare breaches in accordance with legislative powers and organisational policy.
- Assess welfare conditions, determine whether suffering or likely suffering exists, and take proportionate action.
- Issue advice, provide guidance, serve Animal Welfare Notices, report to the Procurator Fiscal, or remove animals when lawful and necessary.
- Maintain clear and accurate case records within case management systems.

- Prepare high-quality investigation reports and Standard Prosecution Reports (SPR) where required.
- Work collaboratively with Case Progression Inspectors to ensure evidential sufficiency and lawful case progression.

Alleviation of Animal Suffering

- Attend incidents involving injured, trapped, or distressed animals.
- Assess degree of injury or suffering and determine appropriate course of action (release, veterinary referral, ARRC admission, non-Society rescue, humane destruction).
- Ensure decisions are proportionate, humane, and defensible.
- Work closely with Animal Rescue Officers and Wildlife Resolution Officers to ensure clear role boundaries and appropriate handovers.

Inspection & Compliance Activity

- Carry out routine inspections of establishments trading, breeding, or displaying animals where required.
- Assess accommodation, husbandry, management standards, and compliance with welfare legislation.
- Provide advice, issue notices, or initiate enforcement action where necessary.
- Conduct follow-up visits to ensure compliance and improvement.

Court & Legal Responsibilities

- Prepare accurate statements, reports, and evidential documentation.
- Attend court when required and give professional evidence.
- Liaise appropriately with Police Scotland, Procurator Fiscal Service, and external agencies.
- Ensure evidential continuity, production management, and lawful procedure are maintained at all times.

Professional Conduct & Governance

- Model the Society's values: Committed, Compassionate, Professional, Expert, Collaborative and Adaptable

- Work in accordance with Operational Instructions and remain fully conversant with relevant legislation.
- Comply with health & safety, lone working, and data protection requirements.
- Maintain high standards of professional integrity, objectivity, and ethical conduct.
- Contribute to structured triage processes and demand prioritisation in line with regional operating model.

Education & Community Engagement

- Deliver educational talks and provide welfare advice to members of the public as required.
- Promote responsible animal ownership and preventative welfare messaging.
- Act as an ambassador for the Scottish SPCA in all professional interactions.

Operational Resilience

- Participate in regional rota systems including weekend working as required.
- Support major incidents, warrant executions, and partnership operations.
- Maintain operational competence and continuous professional development through completion of the Inspector Learning Programme.
- Undertake any additional duties as directed by your line manager to support service delivery.

Person Specification:

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Minimum of five standard grades (or equivalent) including English and Maths • Completion of Scottish SPCA Inspector Learning Programme (or commitment to complete) • Full UK Driving Licence 	<ul style="list-style-type: none"> • Qualification in animal husbandry or animal science • Customer care qualification

<p>Experience & Job Knowledge</p>	<ul style="list-style-type: none"> • Practical experience with livestock, equines and companion animals • Experience working with the general public • Strong understanding of animal welfare legislation • Experience in a customer-focused environment 	<ul style="list-style-type: none"> • Experience attending court
<p>Job Related Skills / Competencies</p>	<ul style="list-style-type: none"> • Excellent investigation and case reporting skills • Strong communication and conflict management skills • Attention to detail and evidential accuracy • IT literate and confident using case management systems and M365 • Ability to prioritise workload and make proportionate decisions 	
<p>Personal attributes</p>	<ul style="list-style-type: none"> • Strong commitment to animal welfare • Resilient and calm under pressure • Professional integrity and ethical decision-making • Flexible and adaptable • Effective team contributor 	
<p>Additional relevant criteria</p>	<ul style="list-style-type: none"> • Membership of Disclosure Scotland PVG Scheme • Full UK driving license • Willingness to work regional rota including 	

	weekends and public holidays	
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February 2026