Job Description

Position Title:	**Inspector**
Position Number:	A007/A008
Department:	Inspectorate
Section(s):	Inspectorate
Award:	Contract of Employment
Award Level/Salary Range:	

Approval	
Signature of CEO:	*Signed copy on file*
Approval Date:	1 July 2021
Date of Effect:	1 July 2021

POSITION OBJECTIVES

- To be committed to improve, uphold and achieve animal welfare.
- To improve the welfare of animals by investigating animal cruelty complaints, devising the best strategy forward for each animal in need, including prosecutions when they can achieve the best animal welfare outcomes.

DUTIES AND RESPONSIBILITIES

- Investigating allegations of animal cruelty, neglect and abuse in the ACT and preparing the necessary documentation for possible legal action.
- Attend assigned complaints and undertake other Inspectorate duties including representation at court hearings.
- Ensure all documentation is accurate and submitted within required timeframes.
- Answer and assist with Inspectorate enquiries
- Engage in a positive and solution-oriented manner with members of the public, other agencies and other stakeholders.
- Represent the RSPCA ACT in a positive manner
- Focus on an educational approach, while keeping in mind the wellbeing of the animals
- Work closely with other departments, especially the shelters and veterinary clinics
- Work closely with other team members
- Participate in training and development as required
- Take a proactive role in shaping and fostering a positive culture based on teamwork

ORGANISATIONAL RELATIONSHIP

- The occupant of the position report directly to the Senior Inspector.

FINANCIAL DELEGATIONS AND AUTHORITIES

- Nil

QUALIFICATIONS & PERSONAL ATTRIBUTES

Qualifications & Experience

Essential

- Certificate IV in Government (Investigation) or the willingness to obtain within the first 12 months of commencement.
- At least 12 months experience in a related role.
- Have and maintain a valid manual driver's licence.

Desirable

- Sound understanding or ability to acquire understanding of and commitment to EEO and WHS principles and practices.

Knowledge Skills & Abilities

- Interpersonal skills, preferably in controlling confrontational situations.
- High level of computer skills in a range of applications including Microsoft Word and Excel.
- Basic knowledge of animal care and handling.

Personal Attributes

- Ability to perform physical duties.
- Excellent writing and communication skills.
- Resilience to bounce back from occasional setbacks
- Demonstrated experience with companion animals, livestock knowledge and handling.
- An unwavering commitment to animal well-being, including health, care and welfare issues, and the policies and principles of the RSPCA
- Good interpersonal skills, including the ability to interact with a diversity of individuals from both within and outside RSPCA ACT.
- High degree of motivation and demonstrated ability to work well as part of a team, but also to work independently, with minimal supervision when required.
- Organisational skills; ability to work under pressure, prioritise work and to meet set deadlines.
- Attention to detail and a high level of accuracy.
- Ability to establish and maintain confidentiality in dealing with issues of a sensitive nature.
- Honest and reliable and willing to take direction.

CONDITIONS OF EMPLOYMENT

- Detailed conditions of employment are set out in the occupant's letter of engagement, the award and any other document referred to in relevant industrial relations laws.
- Adherence and compliance with the RSPCA ACT Code of Professional Conduct.
- Adherence and compliance with all RSPCA ACT policies and procedures as amended from time to time.
- Willingness and flexibility to work a weekend day if required.
- Willingness and flexibility to work outside set working hours on occasion.

- Approval for overtime must be given by the Chief Inspector or Senior Inspector prior to being worked.
- Travel within Australia may be required from time to time.

WORKING ENVIRONMENT AND RSPCA EXPECTATIONS

- There is a possibility of exposure to
    - infectious organisms
    - animal waste
    - allergens
    - chemical materials requiring OHS Material Safety Data Sheets
    - hostile persons
    - vicious animals.
- You need to be willing to work weekends, after hours and public holidays on occasion.
- You will be expected to maintain a neat and well-groomed personal appearance.
- You will be required to attend staff training sessions and staff meetings.
- You must demonstrate a commitment to maintaining a safe and healthy site environment for staff, clients and visitors.
- You will be expected to implement and promote the policies and positions of RSPCA.
- You need to demonstrate cooperative work practices and contribute to a positive culture.
- You will need to be physically able to lift up to 20 kgs.

SELECTION CRITERIA

1. Describe what you consider the position is about and how will you contribute to the team. (Max 500 words)

2. Describe your experience with enforcing any type of legislation and the taking of statements. (Max 500 words)

3. Describe your reasons for applying for this position? (Max 500 words)

DOCUMENT CONTROL

Version Number: 7.0

Future Review Date: As required

History

Date	Title	Notes
30.11.09	Inspector	
11.09.14	Inspector	Update position names
07.09.16	Inspector	Update Selection Criteria

4 May 2020	Inspector	Amendments to position titles. Amendments to Qualifications and experience
1 July 2021	Inspector	Amendments to position titles and reporting lines. Changes to selection criteria
26 Oct 2021	Business Support	Amendments to qualifications and attributes, and selection criteria