

## **JOB DESCRIPTION**

Job Title:	Animal Welfare Inspector (part-time)
Division:	Inspectorate
Region:	Leinster Region
Reports to:	Senior ISPCA Inspector

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### **1. Purpose of the job**

To investigate alleged reports of animal cruelty or neglect, conduct an assessment of the animal involved as per the Animal Health and Welfare Act 2013 and act or proceed accordingly to prevent suffering and promote good practice and compassion.

To rescue or remove animals in immediate or potential risk and accommodate them within ISPCA approved accommodation for rehoming or rehabilitation.

### **2. Dimensions**

**Clients –** Members of the public  
Regular liaison also with affiliated member societies, ISPCA animal centres, external agencies, Head Office and the ISPCA National Animal Cruelty Helpline.

### **3. Principal Accountabilities**

- I. Assess and evaluate both the animal and its environment to ensure compliance with the 5 freedoms and take appropriate action to safeguard the animals' welfare.
- II. Where a breach of legislation has become apparent during investigation, compile a case file in line with current legislation and Inspectorate Standing Orders (ISO) to address that breach in the Inspector's role as an Authorised Officer under the Animal Health and Welfare Act 2013.
- III. To educate and offer advice to owners and carers of animals which seeks to improve or maintain the welfare of the animals(s) and prevent and alleviate suffering.
- IV. Plan, prepare and carry out the collection or rescue of animals as required or requested in an appropriate and compassionate manner.
- V. Liaise with internal and external agencies (Gardaí, Government Departments, Local Authorities), other animal welfare organisations, member societies and Head Office to

develop and maintain effective working relationships and promote the work of the ISPCA.

- VI. Participate in periodic refresher training and attend training courses as required to enhance, refresh and learn new skills and knowledge.
- VII. While at work all staff are required to:
  - take care of their own health and safety and that of others who may be affected by their acts and omissions.
  - co-operate with ISPCA policies and procedures for health and safety

#### **4. Knowledge, skill and experience**

##### **Essential:**

- Good basic level of education, ideally a third level qualification in a related discipline
- Excellent verbal and written communication skills
- Evaluation and assessment skills
- Well-developed interpersonal skills
- Tact and diplomacy skills
- Proof of ability to swim
- Ability to work independently on own initiative
- Ability and willingness to represent the ISPCA in the media
- Full, current driving licence

##### **Desirable:**

- Knowledge of animal welfare issues
- Knowledge of legislation
- Animal handling skills, particularly canine, equine and feline
- Experience in conflict resolution

#### **5. Job Context**

##### **Assignment of work**

A Supervisor may on occasion request that an Inspector attends a meeting, member society events, training day or represent the ISPCA at an ad hoc event.

The majority of the work of the Inspectors i.e. field work, collections and cruelty complaints is tasked to the Inspector by the ISPCA National Animal Cruelty Helpline via telephone and/or email.

##### **Specific instructions**

The majority of the Inspector's work is in conjunction with specific and detailed instructions as contained in the ISOs and H&S Statement. Within these instructions, the Inspectors use their own judgement on each job.

##### **Supervision and checking work**

The day-to-day work of an ISPCA Inspector is not closely supervised or checked due to the nature of the work. A Supervisor will however review reports, check note books, review case work and on occasion undertake paired working with an Inspector.

##### **Decisions**

ISPCA Inspectors manage and prioritise their own workload and make decisions on a day-to-day basis regarding animal welfare. Such decisions might include decisions as to whether

there has been a breach of legislation, what advice to give owners/carers, how to carry out a rescue and whether to euthanase an animal.

Decisions that might be referred up to a Supervisor or on which advice would be sought might include the cancellation of a job, rostering changes and workload management and more complex issues.

### **Organisational fit**

The Inspectors are part of the Inspectorate team, the core function of the ISPCA. The Inspectors are out in the field on a day-to-day basis responding to calls and cruelty complaints from members of the public. They are the front line of the ISPCA.

The Inspectors interact with affiliated member societies and ISPCA animal centres' and head office.

### **Additional information**

- Vehicle and equipment to be maintained as per ISOs
- HQ documentation to be updated as required
- Substantial amounts of driving and lone working are a requirement of the role.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

This job description is a statement of the job content agreed in July 2017.

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**Job holder's signature:** ..... **Date:** .....

**Line manager's signature:** ..... **Date:** .....