

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Animal Health Practitioner	JEID	M0326
Salary Grade:	Grade K		
Service Area:	Trading Standards Service		
Primary Location:	Trading Standards Service, Old Budbrooke Road, Warwick, CV35 7DP		
Political Restriction	This position is not politically restricted.		
Responsible to:	Delivery Lead Trading Standards		
Responsible for:	N/A		

Role Purpose

To undertake the full statutory duties of an Animal Health Inspector and Authorised Officer for the provision of Animal Health, Animal Welfare and Disease Control activities within Warwickshire; by taking an active role for the Service by carrying out a range of duties including effective preventative and intelligence led enforcement activity in the field of Animal Health.

Role Responsibilities

The post holder will be expected to carry out any of the following duties in the Animal Health team:

- 1) Plan programmes of inspection and carry out inspections including high risk businesses/premises.
- 2) Take informal / formal samples or conduct test purchases of goods / services as required.
- 3) Deal with & investigate complex complaints / infringements under Animal Health legislation.
- 4) Provide advice, information & assistance to businesses to enable them to comply with Animal Health legislation.
- 5) To investigate and prepare reports on infringements and when necessary, give evidence in Court.
- 6) To assist and train less experienced officers in a range of duties and understanding of Animal Health legislation.

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- 7) To devise, lead and report on complex project work & surveys as required.
- 8) To participate in the training activities of the service this includes delivering presentations to business.
- 9) To maintain, interrogate and analyse office records of contacts with businesses and consumers contained on numerous databases and office records.
- 10) To participate in multi agency operations and regional focus groups where applicable.
- 11) Provide basic and complex business advice to local businesses (including Primary Authority Advice)
- 12) To maintain specialist CPPD competence in Animal Health law.
- 13) Work flexibly under Warwickshire County Council's Agile Working Scheme and can work at weekends, early mornings and evenings, when necessary.
- 14) Be prepared to travel around the county visiting a variety of premises including outdoor markets, and further afield as necessary.
- 15) Attend rapid responses or other emergency call-outs to protect residents, including those concerning Animal Welfare &/or Disease Control.
- 16) Mobility Essential; applicants must hold a valid driving licence or be able to travel effectively and efficiently by other means around the County to a variety of premises including outdoor and open to the element environments; and further afield as necessary.
- 17) Adopt the WCC 'Our Behaviours' expected of all WCC employees.
- 18) Undertake any other duties as required which are commensurate with the grading of the post.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job. Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Hold a CTSI recognised qualification in Animal Health or have equivalent knowledge/experience in Animal Health enforcement.	A / D
Demonstrate post qualification experience across the range of duties expected of a specialist Animal Health Practitioner.	A / I / T
Demonstrate a detailed & practical knowledge of livestock health & welfare issues.	A / I
Demonstrate a detailed & practical knowledge of bio security and animal disease control measures.	A / I
Ability to plan, lead and report on projects including managing the resources of staff, budget and equipment as required.	A / I
Ability to mentor / coach less experienced professional officers training for career progression.	A / I
Able to be self disciplined and prioritise/review your own workload to meet urgent deadlines/service standards.	A / I
Possess advanced communication and negotiation skills sufficient to represent the service to a wide range of people. Including confrontational / emotionally demanding customers, large groups, regional / national focus groups.	A / I
Demonstrate a commitment through work to excellent customer service for all internal and external customers.	A / I
Experience of identifying, researching, solving and evaluating complex issues utilising innovative methods if necessary.	A / I
Use initiative to make well informed decisions potentially with significant consequences, under pressure or under strict time constraints.	A / I
Have sufficient competence for day to day use of IT, namely email, online services, electronic databases and Microsoft Office Applications.	A

Desirable Criteria

Assessed By:

Possess a CTSI recognised qualification in Agriculture or have equivalent knowledge/experience in feeding stuffs / hygiene enforcement.	A / I
Possess a CTSI recognised qualification in Food Standards or have equivalent knowledge/experience in food standards enforcement.	A / I
Demonstrate current competence via a CPPD scheme or equivalent.	A / I
Experience of representing a service regionally or nationally.	A / I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input checked="" type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	