

Position Title: Senior Inspector
Position Number: A001
Department: Inspectorate
Section(s): Inspectorate
Award: Contract of Employment
Award Level/Salary Range: \$95K

Approval

Signature of CEO: *Signed copy on file*

Approval Date: July 2017

Date of Effect: July 2017

POSITION OBJECTIVES

- To oversee the inspectorate functions including any junior staff.
- To improve the welfare of animals by investigating animal cruelty complaints and 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 in accordance with General Counsel's direction and approval.
- Assisting if required on over the border NSW cases.
- Manage staff performance including disciplinary processes, and conduct regular performance reviews.
- Rescuing and intervening on behalf of animals in need, not necessarily animals that have been neglected or abused.
- Liaising with ACT Government animal welfare authorities, the police, other organisations and individuals in the investigation of alleged animal cruelty and providing the necessary documentation in an appropriate format and giving testimony for possible legal action.
- Representing RSPCA ACT at court hearings as required.
- Making arrangements for training nominated staff in inspectorate activities and making arrangements for the continuance of inspectorate activities during the Senior Inspector's absence.
- Ensuring that all operations are deployed in accordance with relevant legislation, internal policies and procedures and the RSPCA brand.
- Liaising with other RSPCA inspectorates and representing RSPCA ACT at inspector and other conferences
- Implementing N001 Chief Executive Officer ("the CEO") and General Counsel decisions relevant to the Inspectorate service
- Providing the CEO with monthly reports of inspectorate activities in an approved format within two weeks of the end of each month for transmission to Council
- Ensuring that all reported cruelty cases and other inspectorate activities are documented, actively maintained and securely stored on Sheltermate and in any physical locations.
- Ensuring the information provided to the public is up to date with respect to the relevant Federal and ACT legislation, codes of practice and other legal requirements.

- Assist with other RSPCA ACT activities including fundraising, public relations and education.

ORGANISATIONAL RELATIONSHIP

- The occupant of the position reports directly to General Counsel.

FINANCIAL DELEGATIONS AND AUTHORITIES

- Nil

QUALIFICATIONS & PERSONAL ATTRIBUTES

Qualifications & Experience

Essential

- Certificate IV in Investigations or equivalent, or willingness to undertake training arranged by RSPCA in order to attain this qualification.
- Proven negotiations and de-escalation skills in confrontational situations.
- At least 4 years' experience in a related role.
- A valid manual and automatic driver's licence.

Desirable

- Experience with social service or enforcement organisations.
- Supervisory experience
- Sound understanding or ability to acquire understanding of and commitment to EEO and OHS principles and practices.

Knowledge Skills & Abilities

- High level of computer skills in a range of applications including Microsoft Word and Excel.
- Basic knowledge of animal care and handling

Personal Attributes

- Be physically fit and of good character.
- Excellent writing and communication skills.
- A demonstrated interest in animal welfare.
- Ability to obtain and maintain an active ACT Government Inspector license.
- 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.

- Approval for overtime must be given by General Counsel or the CEO 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.
- From time to time you may 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 make a contribution to a positive culture.
- You will need to be physically able to lift up to 20 kgs.

SELECTION CRITERIA

1. Please provide examples that demonstrate your investigation skills including any matters that went through an entire court process.
2. Please provide examples of where you had to use your negotiation skills to achieve a positive outcome in a difficult or hostile situation. Please explain if force was used to achieve these outcomes.
3. Please give examples of your previous supervisory experiences.
4. Please provide examples where you have collaboratively worked with externals to achieve a positive outcome.

DOCUMENT CONTROL

Version Number: 2.0
Future Review Date: July 2019

History

Date	Title	Notes
May 2015	Senior Inspector	New Format
July 2017	Senior Inspector	Revised Description