

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: Sept 2025

Date of Effect: Sept 2025

POSITION OBJECTIVES

- To be committed to improve, uphold and achieve best practice 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.
- Ensure a safe working environment by reporting hazards and adhering to all OH&S policies and procedures.
- Contribute to a positive, inclusive work environment by effectively communicating and collaborating with team members and peers, consistently role modelling RSPCA ACT values and associated policies.

DUTIES AND RESPONSIBILITIES

Animal Welfare Enforcement

- Apply the principles and requirements outlined in the Animal Welfare Act 1992.
- Investigate complaints of animal cruelty, neglect, or mistreatment.
- Collect evidence, take statements, and prepare reports in accordance with legal and organisational standards.
- Take appropriate enforcement action, which may include issuing notices, seizing animals, and initiating prosecutions.

Animal Care & Handling

- Safely and humanely handle and transport a wide range of animals.
- Ensure seized or surrendered animals are provided with appropriate immediate welfare needs.
- Liaise with shelter staff, veterinarians, and foster carers regarding animal care.

Legal & Court Work

- Prepare and present evidence for court hearings and prosecutions.
- Attend court proceedings when required to give professional testimony.
- Maintain confidentiality, accuracy, and compliance with relevant legislation.

Administration & Reporting

- Answer and assist with Inspectorate enquiries
- Maintain accurate case files, records, and databases.

- Prepare formal reports, notices, and documentation to support investigations and prosecutions.
- Contribute to inspectorate planning, performance monitoring, and monthly reporting.

Education & Community Engagement

- Provide advice and guidance to animal owners on welfare requirements and responsibilities.
- Engage with the community to raise awareness of animal welfare standards and the role of the RSPCA.
- Deliver presentations, attend community events, and liaise with stakeholders as required.

Other

- Participate in training and development as required
- Take a proactive role in shaping and fostering a positive culture based on teamwork
- Attend and represent RSPCA ACT at various events.

ORGANISATIONAL RELATIONSHIP

- The occupant of the position report directly to the Chief Inspector.
- The occupant of this position works closely with the Animal Care, Vet Clinic and Engagement & Development teams.

FINANCIAL DELEGATIONS AND AUTHORITIES

- Nil

QUALIFICATIONS & PERSONAL ATTRIBUTES

Qualifications & Experience

Essential

- Demonstrate extensive knowledge of animal welfare legislation & animal care standards
- Certificate IV in Government (Investigation) or the willingness to obtain within the first 12 months of commencement.
- Experience in a similar role, eg compliance, investigations, law enforcement and/or animal welfare
- Have and maintain a valid manual driver's licence.
- Competent in safe animal handling and transport across a variety of species.
- 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.
- Knowledge of animal care.

Personal Attributes

- Ability to perform physical duties.
- Excellent written and verbal 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 ACT
- 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 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
 - euthanasia
 - 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 ACT.
- 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. What do you think the job will entail? Provide an example using the STAR method of how your experience would assist in undertaking the position requirement. (500 words max)
2. Please provide your experience in taking statements and presenting evidence.
3. Please provide details of a situation where you have dealt with a difficult person and what actions you took. Use the STAR method.

DOCUMENT CONTROL

Version Number: 8.0
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	Inspector	Amendments to qualifications and attributes, and selection criteria
4 July 2023	Inspector	Changes to selection criteria
September 2025	Inspector	Amendments to duties and criteria for clarity on role