

Job Role Profile Template

Role Title	Kennel/Transport Officer
Directorate / Business Hub	Residential Services (neighbourhoods)
Grade	Scale 4
SAP Position Number	
Date Prepared	
Purpose To ensure that all dogs at the Councils kennelling facility are properly cared for and in good health. This will include the cleansing of the kennels and other areas, provision of suitable food, water, bedding, exercise, veterinary care and sleeping considerations. This will include the transportation of dogs as required.	
Generic Accountabilities	End Results/ Outcomes
Plan, organise and deliver own work to provide effective support to the Dog Enforcement Team.	Work is completed on time and to the quality and standards required
For the effective and efficient management of all allocated resources in accordance with Best Value principles	Utilise resources efficiently and productively, ensuring best practice.
To contribute to the maintenance of good working relationships with key partners and service providers,	Maintain working relationships with people at all levels effectively and confidently.
Job Specific Accountabilities: (These accountabilities are likely to be service specific linked to the role)	
Collect and Transport dogs using the council vehicle	To collect stray dogs from members of the public or police from various locations for the provision of veterinary treatment and or delivery to rehoming centres and other locations as required.
To ensure that all kennelled dogs are properly cared for and in good health.	This will include the provision of suitable food, water, bedding, exercise, veterinary care and sleeping considerations To notify the Dog Enforcement Team Leader or relevant supervisor if any dogs appear to be sick or injured.
To maintain Kennel Facility and equipment in a clean, sanitary, hygienic and tidy condition at all times.	Ensure that kennels are in a safe and secure condition at all times and are thoroughly cleansed. Assist/advise veterinary personnel attending the kennels To ensure compliance with safe working practices in the preparation, use, carriage or disposal of chemical cleaning agents, infected materials. Maintain all equipment, transport and uniform adequately.
To maintain clear and accurate records.	Undertake necessary administrative duties in respect of dogs received, kennelled, reclaimed and re-housed.

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	To ensure that all enquiries in relation to kennelled dogs are dealt with in accordance with Council policy. Of completed duties and kennel activity To follow the procedure for collection of income generated from dogs in line with the Council's financial policy
Assist in emergencies concerning animals.	Assist in emergencies concerning rabid animals, in accordance with the implementation of the Council's Rabies Contingency Plan, and to assist with emergencies including other notifiable diseases
Work shift pattern and work outside normal hours.	Including evenings and weekends as necessary as per rota
The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other duties as required by the service	
To understand and comply with the Council's Equal Opportunities Policy	
Nature of Contacts Rehoming centres, veterinary services, other animal agencies, partners and stakeholders. Deal with people at all levels confidently, sensitively and diplomatically. May involve direct contact with members of the public including in challenging situations.	
Procedural Context Will be responsible for the day today cleanliness and routine of the kennelling facility. May include financial reconciliation and processing of transactions.	
Key Facts and Figures Working conditions: site working at council depot in all weathers. Approximately 80 dogs are housed in any one month period.	
Resourcing: Reports to: Dog Enforcement Team Leader Staff Management: None Budgetary responsibilities: None Responsibility for council kennelling facility, vehicle equipment,	
Competency Level: All Colleagues (Scale 1-SO2),	
Knowledge, Skills and Experience <i>(The following three areas represent a summary of the essential elements of the person specification)</i>	
Must hold valid Full UK driving license. (manual)	
Experience of enforcement work, issuing fines and advice were necessary	
Experience of enforcement work (animal related)	
Experience of working in a kennel environment	

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Experience in the handling of aggressive and dangerous dogs and associated risks. To be aware of the proper use of protective equipment and familiar with the use of such protective clothing and equipment as may be issued or recommended, seeking guidance from the line manager as required.
Ability to work in a kennel environment that is extensive, physically arduous and undertaken outside in all weathers.
Indicative Qualifications; Animal Care level 1 Kennel & Cattery Management Or any other qualification relevant to the role,
The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.