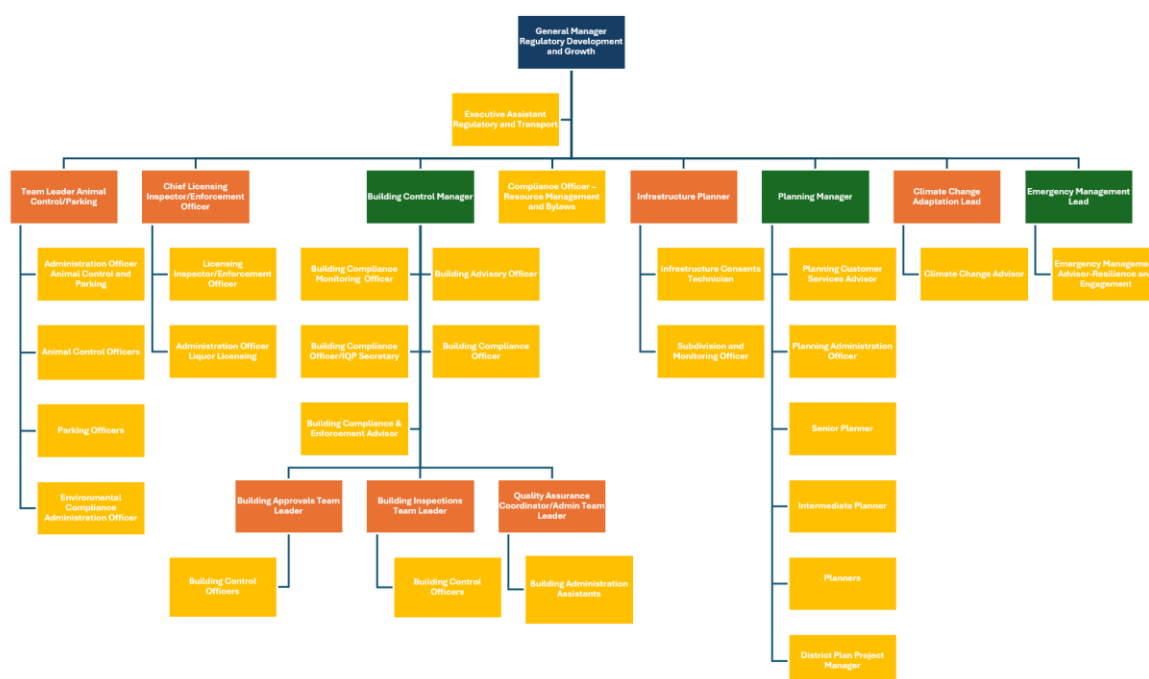


## Position Description: Animal Control Officer – Part-Time After Hours

|                              |                                    |
|------------------------------|------------------------------------|
| <b>Business Group</b>        | Regulatory, Development & Growth   |
| <b>Reports To</b>            | Team Leader Animal Control/Parking |
| <b>Direct Reports</b>        | Nil                                |
| <b>Date</b>                  | July 2026                          |
| <b>Budget Responsibility</b> | Nil                                |
| <b>Financial Delegation</b>  | Nil                                |

### Business Group Structure



### Purpose of the Position

The purpose of the Animal Control Officer position is to engage with members of the community while proactively identifying any offences under the Dog Control Act 1996 or Timaru District Council Bylaws and take enforcement action if appropriate.

The Animal Control Officer will respond to requests for service from members of the public to ensure that public safety is maintained and people are educated.

The position requires an individual who is available, often at short notice and after hours, to carry out duties relating to the Animal Control Activity. The individual must have the ability to work alone, make sound decisions that are in the best interest of the community and be a quick learner. Great interpersonal skills are required together with confidence around dogs and stock.

### Key Relationships / Customers

| External                                      | Internal                               |
|-----------------------------------------------|----------------------------------------|
| Members of the public                         | Regulatory, Development & Growth Group |
| New Zealand Police Force                      | Team Leader Animal Control /Parking    |
| Veterinarians                                 | Animal Control Officers                |
| Counterparts of other Territorial Authorities | All TDC Staff                          |
| SPCA                                          |                                        |

### Position Responsibilities

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

1. Enforce the provisions of the Dog Control Act 1996 and the Timaru District Council bylaws which include but not limited to the following:
  - a. Impounding and seizing of dogs
  - b. Investigation of and follow up of complaints in a timely manner and undertaking enforcement action where offences exist
  - c. Preparation and recording of statements and evidence, attend court proceedings and provide testimonies as required

- d. Undertake investigations regarding complaints relating to the keeping of animals, poultry and bees in urban zoned areas.
- 2. Provision of quality services for Council pertaining to the animal control section as follows:
  - a. Pound duties including cleaning of pound facilities, maintaining a pound register, feeding and exercising dogs
  - b. Conducts functions in a professional manner when dealing with abusive and non-compliant members of the public
  - c. Ensure the vehicle and equipment is left in a clean and orderly state and any vehicle or equipment malfunctions is reported promptly and steps taken to rectify.
  - d. Respond to call outs in a timely manner
  - e. Microchipping of dogs
- 3. Actively engage in setting own goals and objectives and continuous improvement.
- 4. Pro-actively engage in and contributes to a positive team culture.
- 5. Work with police in complex investigations/cases where police seek assistance or visa versa.
- 6. Assist with other duties as reasonably required by the Team Leader Animal Control/Parking.
- 7. Actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards, promptly and knowing what to do in the event of an emergency.
- 8. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy
- 9. To be actively involved in Civil Defence Emergency Management when required.
- 10. To live the COSI values, Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisations values and above the line behaviours.
- 11. Commitment to the principles of the Treaty of Waitangi.

12. Understands the scope of specialist knowledge and how it contributes to Council's services and success including but not limited to the following:

- a. Works to achieve a high level of performance and specialist knowledge in a technical and professional area.
- b. Provide specialist input and advice.
- c. Keeps up to date with current legislation, regulations, policies, practises and trends.
- d. Recognises own strengths and areas requiring development and knows how to work to the strengths of others.

#### **Formal Qualifications / Training / Experience**

|                              |                                                                                                                  |
|------------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>Minimum Qualification</b> | NCEA Level 2 or equivalent.                                                                                      |
| <b>Desired Qualification</b> | NCEA Level 2 or equivalent.<br>Training in compliance and investigation or similar                               |
| <b>Minimum Experience</b>    | Relevant experience as an Animal Control Officer with the ability to demonstrate relevant skills and attributes. |
| <b>Desired Experience</b>    | Three years plus relevant experience as an Animal Control Officer.                                               |

#### **Key Competencies / Skills / Knowledge**

- The position holder will have strong problem solving skills and ability to think quickly on their feet
- Excellent public relations skills and be a skilled communicator with the ability to de-escalate a volatile situation
- Ability and confidence to quickly assess a situation and make sound decisions as to what actions are required.
- To have good writing and numerical skills the ability to calculate fees and charges.
- To be able to work autonomously and work well within a team.
- To be a confident dog handler and be able to read dogs body language or ability to expediently learn these skills.
- High level of honesty, integrity, confidentiality and a trustworthy manner

- Confident in driving stock and assessing road/traffic dangers in accordance with the activity
- Hold a current full driver's licence.

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**General Manager**  
**Regulatory, Development & Growth**

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**Animal Control Officer**

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**Date**

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**Date**