

Reports to	Inspectorate Manager	Direct Reports	Nil
Location	TBC	Business Unit	Animal Care and Collaboration
Status	Full time	Salary	TBC
Probationary period	6 months	Commencement	TBC

Role purpose

Working collaboratively as part of our state-wide team, our Inspectors play a key role in delivering enforcement and education services that support our engagement with the general public.

Key responsibilities

- Enforcing the *Animal Welfare Act 1993*, as well as other legislation and regulations as amended and introduced from time to time, concerning the welfare, care, use, treatment, and seizure of animals.
- Conducting investigations and inspections; issue instructions, infringement notices, warnings, and summonses; and report on activities as and when required.
- Educating the public, including schools and government and community groups, about relevant animal legislation and best practice animal care.

Specific accountabilities

- Routinely patrol designated area, including outside of their own area if requested by a manager, enforcing the *Animal Welfare Act 1993* and other relevant legislation and regulations
- Respond to calls/complaints in priority order; determine and effect appropriate action as required and as per legal and procedural requirements.
- Educate the public, including schools and government and community groups, regarding responsible pet ownership and animal welfare best practice.
- Issue advice, warnings, instructions, infringement notices and summonses as required.
- Appear for scheduled court dates and testify as required.
- Coordinate efforts with, and liaise with, other community professionals such as police officers, councils, court officials and veterinarians.
- Conduct general inspections and/or investigations of domestic animal businesses and their premises including but not limited to, pet shops, breeding establishments, pounds and shelters, sanctuaries etc.
- Prepare written investigative reports that may be introduced as court evidence.
- Maintain inspection files in line with document management control procedures.
- Assist the community with information regarding animal welfare policies and laws.
- Collect, seize and confine at risk animals in the most safe, humane, and approved manner possible.
- Administer or arrange basic emergency first aid to animals as required while seeking appropriate treatment.
- Ensure court documents submitted are of a high written standard and contain relevant information.
- Attend or participate in training courses and meetings as developed from time to time.
- Comply with the operational procedures manual, code of conduct, and all RSPCA policies as required.
- Assist with the training and induction of incoming inspectors as required and requested.
- Conduct media interviews from time to time regarding specific cases of animal cruelty or outcomes from prosecution cases.

Ideal professional qualifications and experience

- Qualifications in, or equivalent demonstrated knowledge of, relevant animal welfare and related legislation including law enforcement techniques, principles and practices; court procedures; and law enforcement environments.
- Understanding of animal welfare issues and the relevant legislation.
- Knowledge and experience in humane animal handling technique, including capture, care and restraint methods and the ability to interpret animal body language.

Personal attributes

- Ability to juggle competing priorities and demands, whilst being highly responsive to customer needs including the ability to work autonomously.
- Sensitivity to the needs of vulnerable people.
- Excellent interpersonal, oral, and written communication skills with proven ability to communicate effectively with a variety of audiences.
- Ability to work in a small team environment and be able to develop effective professional relationships internally and externally.
- Ability to be self-motivated and to work on your own with limited supervision.
- Ability to undertake multi-task and deliver to agreed deadlines.

Other Requirements

- Current Tasmanian manual drivers' licence, free of restriction - or the ability to obtain one.
- Demonstrated computer skills and the capacity to adapt to new computer programs and procedures
- Current first aid certificate, or the ability to obtain one.
- Current police and working with vulnerable people checks, or the ability to obtain one.
- Current firearms licence, or the ability to obtain one.
- Out of hours work and interstate travel may be required from time to time.

Key Stakeholders

Internal: Inspectorate team, Executive Team, other RSPCA team members and volunteers, other RSPCA member societies

External: Government agencies, including NRE, community members, animal welfare and care providers, other relevant stakeholders

About us

RSPCA Tasmania Vision:

- A Tasmania where all animals are treated with respect and kindness.

RSPCA Tasmania Mission:

- Helping Animals | Enlightening People | Changing Lives

The objectives of the RSPCA in Australia are:

- To prevent cruelty to animals by ensuring the enforcement of existing laws at federal and state level.
- To procure the passage of such amending or new legislation as is necessary for the protection of animals
- To develop and promote policies for the humane treatment of animals to reflect contemporary values and scientific knowledge.
- To educate the community with regard to the humane treatment of animals.
- To engage with relevant stakeholders to improve animal welfare.
- To sustain an intelligent public opinion regarding animal welfare.
- To operate facilities for the care and protection of animals.

These objectives are supported by a federation of RSPCA Member Societies across Australia, and a National Council.

Our expectations

It is expected that all RSPCA Tasmania employees will:

- Have a sincere commitment to animal welfare.
- Contribute to a positive workplace culture by embracing and aligning conduct with RSPCA Tasmania's values:
 - Compassion – we are empathetic, caring and considerate.
 - Courage – we are brave and determined to stand by our principles.
 - Integrity – we are ethical, honest and transparent with ourselves, our supporters and the community.
 - Leadership – we are the driving force to motivate and inspire positive change in animal welfare.
 - Achievement – we are focussed on our objectives and continuously strive towards our goals.
 - Collaboration – we work as a team and foster partnerships to maximise outcomes.
 - Innovation – we are creative and daring in our thinking – we seek new ideas and new ways.
- Understand and work in accordance with RSPCA Tasmania's policies and procedures, including adhering to WH&S policies and procedures.

What we offer

- A purpose-driven organisation where the work you do really does have an impact on the welfare of animals
- An inclusive team culture with the scope to expand your skills
- Flexible working conditions, with opportunities to work from home
- Vehicle, mobile phone, laptop including some personal use
- Additional leave over Christmas each year
- Access to and encouragement in personal and professional development opportunities
- Access to health and wellbeing support services
- Staff discount at RSPCA Tasmania ARCs and with some business partners
- Free on-site parking in most locations