

Job description

Agency	Department of Industry, Tourism and Trade		Work unit	Animal Welfare Branch, Biosecurity and Animal Welfare Division
Job title	Animal Welfare Inspector		Designation	Administrative Officer 5
Job type	Full time		Duration	Ongoing
Salary	\$84,297 - \$88,687		Location	Alice Springs
Position number	22999	RTF	269869	Closing
Contact officer	Cobi Lawler on 08 8999 8505 or cobi.lawler@nt.gov.au			
About the agency	https://industry.nt.gov.au/			
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfld=269869			

Applications must be limited to a one-page summary sheet and detailed resume

Information for applicants – inclusion and diversity and Special Measures recruitment plans

The NTPS values diversity. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](#).

Under the agency's Special Measures recruitment plan eligible Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](#).

Primary objective

To provide a high standard of investigation and enforcement of the *Animal Protection Act 2018* as well as administrative support to the Animal Welfare Branch.

Context statement

To ensure that animals are treated humanely, to prevent cruelty to animals and to promote community awareness about the welfare of animals across the Northern Territory, particularly in remote communities.

Key duties and responsibilities

1. Conducting inspections in accordance with the *Animal Protection Act 2018* (the Act).
2. Providing advice to animal owners and key stakeholders with respect to compliance with the Act.
3. Identifying and investigating possible breaches of the Act, and where necessary assisting with the preparation of prosecution briefs.
4. Preparing written inspection reports and briefs which are accurate and to a high standard.
5. Providing evidence in matters that proceed to court.
6. Providing administrative support to the Animal Welfare Branch, including data entry, record maintenance and general administrative office duties where required.
7. Assist in the ongoing development and implementation of best practice procedures and policy to support the continuous improvement of the Animal Welfare Branch.
8. Participate in response to biosecurity incursions as required by the Executive Director, Biosecurity and Animal Welfare.

Selection criteria

Essential

1. Demonstrated experience in working in a high pressure and stressful environment with compliance and enforcement being a core function.
2. Demonstrated ability to understand and interpret legislation and provide meaningful advice within a regulatory environment.
3. Experience in undertaking investigations and a sound understanding of the techniques and procedures used for probative evidence collection in the investigation of offences in accordance with the rules of evidence.
4. Highly developed written and oral communication skills, interpersonal skills that contribute positively to a small team and organisational skills, including time management and an ability to articulate ideas in a clear and concise manner.
5. Demonstrated computer literacy in word processing packages, spreadsheets, databases, PowerPoint, HP Records Manager and internet research.
6. Good level of physical fitness with a proven ability to conduct fieldwork effectively and safely in remote locations under minimal supervision with an understanding and commitment to work health and safety standards.
7. Ability to interact effectively with people of diverse cultures.
8. Must have a current Northern Territory Driver's Licence.

Desirable

1. Knowledge and understanding of the Animal Welfare environment.
2. A Certificate IV in Investigations (Government).
3. Experience in dealing with stock, wildlife and companion animals.

Further information

There is a requirement to wear a uniform in accordance with the Animal Welfare Branch Uniform Policy.

Approved: November 2022

Lorraine Corowa, Senior Executive Director Biosecurity and Animal Welfare