



ADUR & WORTHING  
C O U N C I L S

**Job Description**

<b>Authority:</b>	ADC / WBC
<b>Directorate:</b>	Communities
<b>Section:</b>	Wellbeing
<b>Post Title:</b>	Dog Warden
<b>Post Number:</b>	12525
<b>Accountable to:</b>	Team Leader Environmental Protection
<b>Management responsibility for:</b>	None
<b>Authority to liaise with:</b>	Internal / External
<b>Meetings attended on a regular basis:</b>	Team Meetings
<b>Work style</b>	Flexible / Mobile

**Principal purpose of job (role summary)**

The promotion of responsible dog ownership within the District, through education and, where necessary enforcement action.

Overall

To secure efficient, effective, economic and customer orientated service delivery of the duties associated with the post, in accordance with Council policies, standing orders, financial regulations and other authorised procedures and practices. To work across both the Adur and Worthing councils where necessary.

Also to secure efficient and effective use of all resources under control of the post holder

**Main duties, tasks and responsibilities of post holder**

1. Investigate complaints made to the local authority about dogs, and to respond to calls for assistance, whether inside or outside working hours;
2. Apprehend and kennel stray dogs in accordance with the Council's written procedures and the provision of sections 149-151 of the Environmental Protection Act 1990;

3. Provide advice to the public on legal requirements appertaining to dogs and animal welfare
4. In conjunction with the Team Leader and Public Environmental Health & Regulation Manager, prepare an annual plan of work which it is proposed to undertake during the ensuing year;
5. Implement a campaign for the education of the public in relation to responsible dog ownership, including the dissemination of publicity and giving of talks to schools and other organisations and groups;
6. Patrol areas of the district on a regular basis as directed. Interview persons in charge of dogs where an infringement of the law is discovered or inspected;
7. Make recommendations to Team Leader / Public Health & Regulation Manager where an offence appears to have been committed and prepare the necessary evidence. Attend as a witness in subsequent legal proceedings;
8. This role requires you to be on a standby rota and to deal with out of hours work as required.
9. Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
10. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.
11. Prepare relevant reports and keep records of activities carried out as directed;
12. To co-operate/liaise with other agencies e.g. housing groups, animal charities, police, dog related issues that affect residents of the communities..
13. To contribute to the implementation of the Councils' key tasks as directed , and to participate in the Councils' training and management development programme.
14. Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant

permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

**Job Description agreed by:**

<b>Post holder:</b> <i>(print name)</i>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Line Manager:</b> <i>(print name)</i>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Executive Head of Service:</b> <i>(print name)</i>	
<b>Signature:</b>	
<b>Date:</b>	