



ADUR & WORTHING
COUNCILS

Person Specification

Authority:	ADC / WBC
Directorate:	Communities
Section:	Wellbeing
Post Title:	Dog Warden
Post Number:	12525
Accountable to:	Team Leader Environmental Protection
Management responsibility for:	None
Authority to liaise with:	Internal / External

Area	Requirements	
Qualifications	Essential	Desirable
Professional qualifications	Must have or be willing to train on a recognised dog warden course	Animal Welfare Licensing Qualification
Professional Registration (where applicable)	N/A	
Knowledge & Experience		
(e.g. Technical, Administrative, Managerial – use one or more categories as/where appropriate)	Experience of dealing with members of the public Experience of accurate recording and writing	Some experience in dog or animal related field Experience in the enforcement related field
Skills		
Communication/ relationship	Ability to work in a team Good interpersonal skills to communicate with members of the public.	

	Good written skills to maintain records, write reports and letters to witness statements	
Analytical/ judgmental	Sound judgement to evaluate enforcement options	
Planning/ organisational	Self motivated and able to plan own workload	
IT	Computer literate for data input /retrieval	
Abilities		
Physical	Able to work in all weather conditions	
Mental	Willingness and commitment to undergo training Flexible approach Able to remain calm under pressure	
Emotional	Ability to work on own initiative, without close supervision to support a standby rota and deal with the appropriate out of hours calls. Professional approach Honest and reliable	
Working conditions / Style	Lone working Willing to work outside office hours if required	
Other: ● Full UK Driving License		

Person Specification agreed by:

Post holder: (print name)	
Signature:	

Date:	
Line Manager: (print name)	
Signature:	
Date:	
Executive Head of Service: (print name)	
Signature:	
Date:	