

JOB DESCRIPTION



POST TITLE: REGULATORY OFFICER (ANIMAL WELFARE)

POST NUMBER: ES31

GRADE: G

RESPONSIBLE TO: TEAM LEADER (COMMERCIAL TEAM)

RESPONSIBLE FOR: N/A

LIAISON WITH: Mid Devon District Council employees, other Councils, business operators, licence-holders/applicants and members of the public, elected Members. External enforcement agencies as appropriate to role, such as Responsible Authorities under Licensing Act, Animal Welfare organisations and charities.

KEY CORPORATE ACCOUNTABILITIES:

To provide technical support for the delivery of the statutory Food Safety and Health and Safety functions and/or Licensing functions of the Council through the inspection, assessment, investigation, monitoring and resolution of issues that are the responsibility of the Service.

The key duties are to provide advice and ensure compliance with licensing legislation and conditions. To protect the public from risks posed by poor performing businesses within the District, and to safeguard the Welfare of animals involved in licensable activities within the district.

1. To process, grant and issue new licence and renewal licence applications across a range of licence types in accordance with internal policies and guidance.
2. To work as a Regulatory Officer and provide a technical role in the Licensing Team by undertaking licensing inspections across the District, relating to the initial grant and renewal of licenses under the Animal Welfare Regulations and Dangerous Wild Animals Act. In addition this will involve delivering a work plan across the year to ensure the service delivers all interim compliance checks in line with internal procedures and statutory guidance.
3. To carry out surveillance of the District to identify businesses and individuals that are operating without a current registration, or licence, or where changes have taken place that may impact on the risks associated with a business/activity.
4. To work with external partners as necessary to investigate unlicensed operators and illegal activity relating to animal welfare.
5. To identify non-compliance with statutory duties and licence conditions and identify the appropriate course of action to resolve, in line with the Councils service plans and enforcement policy. This may include formal enforcement actions or escalation to senior officer/team leader.
6. To lead on sub-committee hearings in relation to Animal welfare licences, other licensing matters where appropriate, and requirements for operators to be fit and proper persons, which will include the drafting of committee reports.
7. Undertake complaint investigations relating to licensing, food safety and health and safety matters as directed.

8. Provide a technical role by undertaking health and safety and licensing interventions within lower risk businesses and premises across the District as and when required and in line with statutory Codes of Practice.
9. Operate in accordance with PACE and RIPA when conducting investigations and evidence gathering.
10. Where necessary, support the delivery of targeted interventions within a wide range of licensed premises and vehicles, including but not limited to scrap metal establishments and caravan sites. Undertake compliance checks within licensed premises against legislation and relevant licence conditions.
11. To carry out targeted re-visits to check compliance against issues identified at previous inspections.
12. To deliver training, education and coaching campaigns to support businesses within the District understand their legal responsibilities with regard to the relevant area of specialism. This may include one to one sessions within business premises, or classroom based sessions.
13. To work alongside the System Administrator to deliver data management and ensure the Uniform and Lalpac database are up to date and accurate.
14. To support the implementation and delivery of service objectives and work priorities to ensure that targets and performance indicators are met.
15. Provide advice to businesses and licensees on all areas covered by the Public Health service.
16. Support enforcement action following inspections, investigations and monitoring including preparing correspondence and undertaking revisits to ensure compliance.
17. Ensure that work is carried out in an efficient and effective manner which meets the requirements of national standards, guidelines and strategies. All work to be carried out in accordance with the service standards and quality criteria set by the service.
18. Keep abreast of legislative changes, case law and best-practice to ensure statutory functions are carried out competently.
19. Record interventions and information gathered in accordance with service standards and within the Uniform database and digital document management systems.
20. To maintain written records, premises data and other information relating to the work of the team.
21. To undertake training, professional development and other related activities as required to develop and maintain professional competence.
22. Liaise with local businesses, members of the public and the community as appropriate.
23. Work outside the normal hours of work as and when required for the proper execution of the Council's duties.

OTHER DUTIES:

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

HEALTH AND SAFETY:

The Council has a health and safety policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.

RISK MANAGEMENT:

All employees need to have an awareness of risk management and are responsible for ensuring that they manage risk effectively in their job and report hazards and risk to their Head of Service or Senior Manager.

DATA PROTECTION:

It is the responsibility of the post holder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

SAFEGUARDING CHILDREN AND ADULTS AT RISK:

The Council has a Safeguarding Policy, which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

When considering the duties of this role as part of the most recent Job Evaluation (JE), a decision was reached using [the government DBS Tool](#) that this role is required to hold a **Basic DBS level check**. The basis on which this form of DBS is renewed is explained further within our DBS policy.

Date: May 2024

MID DEVON DISTRICT COUNCIL'S REQUIRED COMPETENCIES



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	<i>You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs</i>
Changing & Improving	<i>You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner</i>
Making Effective Decisions	<i>You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions</i>
Delivering Quality, Value & Pace	<i>You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner</i>
Leading by Example	<i>You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all</i>
Communicating & Influencing	<i>You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others</i>
Building Capability	<i>You focus on continuous learning and development for self, others and the organisation as a whole</i>
Collaborating & Partnering	<i>You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support</i>

The above competencies should be read in conjunction with the listed policies below. Managerial roles should pay special attention to the expectations of managers as set out within the staff charter.

The Code of Conduct, The Dignity at Work Policy, The Nolan Principles and The Staff Charter

PERSON SPECIFICATION

Regulatory Officer (Animal Welfare)

	ESSENTIAL	DESIRABLE
Qualifications and Experience:	• GCSE or equivalent in English and Maths (grade C or above) • Level 3 award for Animal Licensing Inspectors or a willingness to work towards this qualification • Work experience in a relevant field or experience of working in a public health/environmental health service environment or other Local Authority or private sector experience relevant to the role	• Experience conducting complaint investigation and sampling • Regulatory Compliance Officer (Level 4) or a willingness to work towards this qualification • A relevant food safety or health and safety qualification to level 3; or relevant Licensing qualification, such as Professional Licensing Practitioners Qualification or equivalent. • Experience of delivering training and /or coaching • Animal husbandry experience
Knowledge and Expertise:	• Knowledge of animal welfare and/or licensing legislation • Foundations of animal husbandry knowledge • Knowledge of data protection legislation • IT literacy	• Uniform or equivalent software • Working knowledge and experience in the area of food safety or health and safety • Evidence of relevant Continuing Professional Development • Knowledge of infection control principles
Skills:	• Good literacy and numeracy skills • Accurate with attention to detail • Good inter-personal, communication and negotiation skills • Ability to work as part of a team and meet work programmes and targets • Competent in Microsoft applications (Word, Outlook, Excel etc.) • Good data/technical analysis and interpretation skills	• Investigative skills • Report writing skills
Personal Attributes:	• Capable of working on own initiative and as part of a team • Ability to deal with a range of stakeholders including the public, external organisations and business operators	• Motivated and committed to learning and developing • Ability to manage conflict and challenging situations in the working environment

	ESSENTIAL	DESIRABLE
	Capable of working to achieve deadlines	
Special Requirements:	- Full driving licence and access to vehicle during core hours - Occasional out-of-hours/weekend working	

Date: **August 2025**