



# Role Profile

## ANIMAL HEALTH OFFICER

Reference No.	H80	Type	Individual
Service	Protective Services		
Job Family	Professional 1	Grade	FC7

### Purpose

To fulfil the council's statutory function in relation to animal health and welfare legislation

Assist with the licensing of animal licensed premises within Fife

Cooperate with other regulators during animal disease and welfare situations.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Visiting and inspecting premises or land for the enforcement of animal health, animal welfare and imported pets legislation.

Providing the farming community and members of the public with information and advice on animal health and welfare and the importation of pets requirements

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**      **D**

Educated to SCQF level 7, which includes HNC or Advanced Highers  
or  
must be able to demonstrate that they have been employed in an equivalent role for at least the same length of time that it would take to gain qualification required

✓

Experience of enforcement work  
  
Knowledge of powers and duties

✓

✓

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<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
	Able travel around Fife at short notice and carry out necessary biosecurity measures at site and have the physical capacity to get around a farm environment	✓	
Assisting the Public Protection Team with animal licensing and any visits to such premises	Knowledge of animal licensing legislation		✓
Preparing all necessary reports, correspondence, associated with the duties and in accordance with procedures	Skills include attention to detail and excellent communication skills	✓	
Undertaking informal and formal enforcement including the service of Notices etc., as required for the discharge of the role of an authorised Officer of the Council working to the agreed authorisation level and as required by the Environmental Health Manager, including preparing reports to the Crown Office Procurator Fiscal Service.	Investigation skills  Problem solving skills  Mediation skills  Experience of conflict management  Awareness of body language	✓  ✓  ✓  ✓  ✓	
Participating in partnership working with key agencies and working with business or the general public	Communication skills	✓	
Maintaining adequate manual and electronic documents and records, and to participate with services internal monitoring procedures	IT skills	✓	
Compliance with data protection and equality legislation.	Data entry skills Experience of e-mail Accuracy	✓	
Carrying out dynamic risk assessments for personal safety.	Fife Council Tier 1 & 2 data protection training		✓
Planning and organising work effectively and efficiently	Understanding of hazards and risks	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.	Planning and organisation skills	✓	

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<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:				
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:		<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>	
<b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
<b>Additional Information</b> – the following information is available:	<b>Expected Behaviours</b>
<ul style="list-style-type: none"> <li>Skills Framework (if applicable)</li> <li>How we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>