



# Role Profile

Technical Assistant (Dog Control)				Purpose			
Reference No.	A4273	Type	Individual	Assist in the provision of high quality, flexible and responsive service relating to dog control and related environmental protection matters to help promote a clean, safe and secure environment for the local community in Fife. Responsible, through education or enforcement, for ensuring compliance with legislative requirements including all relevant Acts, Regulations, Conditions, and Approved Codes of Practice. This will involve carrying out patrols, carrying out investigations, giving advice and taking legal action where necessary, including liaising with other teams, Services and Enforcement Agencies when appropriate			
Service	Communities and Neighbourhoods						
Job Family	Para Professional 4	Grade (Anticipated)	FC6				
<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		E	D
Contributing to the effective delivery of operational Community Safety Services through: <ul style="list-style-type: none"> <li>Responding to complaints and enquiries relating to stray or unattended dogs</li> <li>Respond to Dog Fouling complaints and undertake patrols, taking enforcement action when necessary, issuing Fixed Penalty Notices under the Dog Fouling (Scotland) Act 2003</li> <li>Responds to dog barking complaints</li> </ul>				Ability to work outdoors in all weather conditions Ability to travel to any location within Fife Full UK driving licence		✓ ✓ ✓	

E = Essential Criteria    D = Desirable Criteria

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<ul style="list-style-type: none"> <li>• Facilitate and promote responsible dog ownership schemes and Fife Council accredited Dog Walker Scheme</li> <li>• Respond and deal with complaints in relation to out of control dogs</li> <li>• Respond and deal with complaints in relation to aggressive dogs</li> </ul>				
Assisting with the development of local policy and procedures, ensuring they are implemented effectively and consistently, all in accordance with appropriate policies and guidance and meeting legislative requirements.	Educated to SCQF level 6 which includes SVQ3, Highers or equivalent		✓	
Ensuring compliance with and keep abreast of relevant legislation, regulations and code of practise, such as: <ul style="list-style-type: none"> <li>• The Dog Fouling (Scotland) Act 2003</li> <li>• The Control of Dogs (Scotland) Act 2010</li> <li>• Microchipping of Dogs (Scotland) regulations 2016</li> <li>• Environmental Protection Act 1990</li> <li>• Dangerous Dogs Act 1991</li> <li>• Animal Health and Welfare (Scotland) Act</li> </ul>				
Working across a number of partner services both internal and external to the Council to ensure appropriate and timely responses to complaints	Partnership working skills		✓	
Being the point of contact within committee areas for all dog control related operational issues.	Communication skills		✓	
Seize stray dogs and take to Fife Council appointed kennels in accordance with relevant provisions of the Environmental Protection Act 1990	Knowledge of policy and legislation			✓

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<p>When necessary, arrange veterinary treatment for stray dogs.</p> <p>Complete and maintain the Stray Dog Register in accordance with current legislation</p> <p>Make enquiries to establish ownership, and where appropriate advise the finder of a stray dog of their rights and responsibilities.</p> <p>Carry out checks of stray dogs kept in kennels to ensure welfare and wellbeing</p> <p>Liaise with dog-homing charities to find suitable homes for unclaimed dogs</p>				
<p>Respond to complaints of dangerous, aggressive and out of control dogs in line with the Control of Dogs (Scotland) Act 2010</p> <p>Assess the nature of the incident and gather necessary evidence to determine if an offence has taken place. As 'Authorised Officers' for Fife Council, issue Dog Control Notice in line with legislative requirements, and monitor adherence to the terms of the notice by the keeper of the dog.</p> <p>Liaise with Fife Council legal services to escalate extreme serious cases, or those where the DCN is breached to the Sheriff Court in pursuit of a destruction order.</p>	Knowledge of policy and legislation			✓
<p>Where appropriate, liaise and transport dogs to veterinarian for humane destruction</p>	Decision making		✓	
<p>As part of an investigation, conducting interviews with both witnesses and possible offenders with a view to gathering evidence and obtaining witness statements.</p>	Experience in dealing with the public (Take ownership)  Conflict avoidance/resolution skills		✓ ✓	

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Carry out investigations in response to complaints to identify those responsible and determine appropriate action	Enforcement experience		✓	
Developing and implementing promotional and educational activities designed to highlight awareness of environmental, health and cost implications associated with stray dogs, dangerous dogs, out of control dogs, dog fouling and noise nuisance.	Presentation skills	✓		
Providing appropriate advice and supporting Service and Senior Management at both a strategic and operational level	Knowledge of community safety functions	✓		
Assisting the line manager in preparing and circulating of various publicity materials in relation to relevant legislation, both current and pending.				
Representing the Service as required on both internal and external working groups, external agencies, etc.	Experience of participation in effective multi agency working	✓		
Preparing and submitting reports for consideration of the Procurator Fiscal in respect of non-compliance with statutory requirements	Good standard of written English Report writing skills	✓	✓	
Participating in court proceedings as necessary.	Knowledge of current legislation Knowledge of Council Policy	✓ ✓		
Participating in training events, attending conferences and workshops to maintain skillset.	Ability to communicate with a wide range of audiences	✓		
Implementing changes to procedures as required by Line Manager.	Ability to embrace, accept and implement change	✓		
Dealing with enquiries in relation to relevant statutory provisions and providing advice.	To work confidentially with a range of customers and have a helpful attitude (Focus on customers)	✓		
Maintaining detailed records and providing written reports to Line Manager in relation to alleged illegal activity and the action taken.	Confident user of IT applications, showing ability to use packages effectively. (Embrace technology and information)	✓		

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Carrying out a range of administrative duties including the preparation of statistics and the keeping of records.	Confident user of IT applications, showing ability to use packages effectively. (Embrace technology and information)	✓	
Delivering training on related issues to other services, partner agencies, and external agencies.	Presentation skills		✓
Delivering presentations to groups, attending community group meetings and events, as required.	Ability to communicate with a range of audiences	✓	
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Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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### **Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required**

**Before confirming appointment:** 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.

## Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

## Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.