

## Position Description

POSITION DETAILS	
<b>Position Title</b>	Inspector
<b>Position Classification</b>	Band 3
<b>Department &amp; Business Unit</b>	Inspectorate
<b>Manager</b>	Team Leader
<b>Organisational Context</b>	<p>RSPCA Victoria is a non-government, community-based, not-for-profit organisation whose vision is 'ending cruelty to all animals'. We are Victoria's best-known and most respected animal welfare organisation.</p> <p>Our organisation's purpose is, with the community, to achieve outstanding animal welfare through education, advocacy, and animal care and protection. RSPCA Victoria's values – clarity and accountability, respect and consideration, and expertise and collaboration – set clear expectations for all our staff and volunteers as they work together, and with the community.</p>
<b>Position Purpose</b>	The Inspector is an Authorised Officer and is responsible for responding to reports of cruelty, conducting investigations, and advocating the prevention of animal cruelty in Victoria as well as engaging with stakeholders in relation to the application of the Prevention of Cruelty to Animals Act 1986 and the Domestic Animals Act 94.

POSITION RESPONSIBILITIES
<ul style="list-style-type: none"> <li>• Contribute to improving animal welfare within the community by educating and influencing the general public and animal owners about appropriate animal care and legislative responsibilities; providing high quality advice, education, guidance, and referral to other appropriate agencies where required within the framework of RSPCA Victoria policy, legislation and codes of practice pertaining to animal welfare.</li> <li>• Effectively managing and responding to animal welfare and cruelty reports, carrying out inspections, and providing assistance and care for animals that are sick, injured, distressed or in at risk situations to successfully prevent and/or resolve animal welfare issues and breaches of legislation. This also includes supporting RSPCA Victoria in undertaking emergency management responsibilities and leading operations requiring the coordination of a number of Inspectors and/or external agencies.</li> <li>• Enforcing relevant legislation and facilitating timely prosecutions for offences, including such things as gathering and recording of evidence, obtaining statements from witnesses, conducting formal interviews with offenders, preparing and issuing legal directions, conducting searches and seizures, evaluating information and evidence, preparing prosecution briefs and presenting at court and giving evidence as required.</li> <li>• Ensure effective case management by keeping records up-to-date through log books, data entry and effective note-taking.</li> <li>• Positively represent the organisation in a variety of public forums including educational, media, and promotional activities, and building and maintaining positive relationships and partnerships internally and with other relevant agencies.</li> </ul>



- Ensuring accurate and timely recording of information into case management systems, reporting on operational activities, identifying opportunities and providing recommendations for improvement, and contributing to the development and implementation of service enhancements consistent with the organisation’s strategic plan.
- Promote and embed a safety culture within the Inspectorate, ensuring compliance with Workplace Health and Safety policies, procedures and legislative requirements and perform the role in a manner which does not endanger your own or others safety, health or wellbeing.
- Contribute to a positive and inclusive work environment by effectively communicating and working collaboratively with peers across all departments, and consistently behaving in accordance with the RSPCA Victoria values and associated policies.

POSITION CAPABILITIES		
Capability	Level	Description
<b>People Leadership</b>	<b>Direction &amp; Support</b>	Is approachable, listens and effectively communicates and collaborates, enabling the team to achieve tasks and responsibilities.
<b>Activity &amp; Results Focus</b>	<b>Results &amp; Initiative</b>	Brings plans to life and ensures goals are met or exceeded where possible.
<b>Knowledge &amp; Communication</b>	<b>Adds Clarity</b>	Provides personal expertise and relevant information to enable sound evidence-based decision making.
<b>Relationships</b>	<b>Builds &amp; Maintains</b>	Build and maintain positive relationships across RSPCA Victoria, with a focus on achieving organisational goals.
<b>Personal Leadership</b>	<b>Walks the Talk</b>	Role models RSPCA Victoria’s values, self-aware, seeks feedback and is open to new ideas and opportunities.
<b>Technical</b>	<b>Understanding and Enforcing Legislation</b>	Clear understanding of the role, purpose and function within Government of a restricted AO. Understands and can interpret POCTAA, relevant sections of DAA and current Codes of Practice. Demonstrated understanding of enforcement powers pertaining to POCTAA Part 2A and application of POCTAA.
	<b>Prosecutions</b>	Understands the process associated with prosecutions including brief preparation, court etiquette and procedures. Ability to prepare and deliver evidence in court effectively, including the ability to identify points of proof within charges.
	<b>Investigations</b>	Conducts a fair and thorough investigation and communicates findings verbally and in writing within specified timeframes. Demonstrated ability to take contemporaneous notes and prepare an accurate and thorough brief of evidence.
	<b>Animal Handling</b>	Understands emergency powers to deal with animals, and can effectively assess, seize, remove animals where required. Demonstrated ability to organise seizures and surrenders of multiple animals requiring coordinated team work and “at risk” priority setting. Awareness and consideration of zoonosis when assessing and handling animals.



## POSITION REQUIREMENTS

<b>Required</b>	<ul style="list-style-type: none"> <li>· Demonstrated experience in animal care, husbandry and handling, including horses and livestock;</li> <li>· Demonstrates a strong commitment to animal welfare and improving the wellbeing of all animals;</li> <li>· Aptitude for reading, interpreting and applying legislation – previous experience in a regulatory role will be highly regarded;</li> <li>· Ability to work well under pressure and manage high work volumes to consistently achieve quality results, autonomously and in a team environment.</li> <li>· Ability to manage:             <ul style="list-style-type: none"> <li>○ Long periods of driving</li> <li>○ Working alone for long periods</li> <li>○ External environmental factors including hot and cold exposure, accessing properties, fence crossing, rural areas and confined spaces.</li> <li>○ Noise from firearms and animals</li> <li>○ Animal handling including bites, scratches, zoonotic diseases and euthanasia</li> <li>○ Manual handling and lifting</li> <li>○ Dealing with violent and abusive persons of interest</li> <li>○ Compassion fatigue</li> <li>○ Attending court and giving evidence</li> </ul> </li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>· Diploma of Government Investigations</li> <li>· Cert II in Animal Handling</li> </ul>
<b>Recruitment Requirements</b>	<ul style="list-style-type: none"> <li>· Ability to become appointed as Department of Jobs, Precincts and Regions Authorised Officer;</li> <li>· Current valid Victorian Driver's Licence is essential;</li> <li>· Ability to obtain a Valid Victorian Firearms' Licence;</li> <li>· Current tetanus, Hepatitis B and Q-Fever vaccination;</li> <li>· Pre-placement assessment including medical examination and criminal history check</li> </ul>

