

JOB DESCRIPTION



Role title:	Dog Kennel Assistant
Grade and salary:	Grade C - £18,621-£20,706 pro rata (SCP 13-16)
Hours:	18.5 hours per week on job share rota
Department or Division:	Dog Section, Operational Support
Location:	Kennels, Force Headquarters, Ripley
Post reports to:	Dog Section Sergeant
Suitable for job share or part-time:	Yes
Other considerations:	<p>All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy.</p> <p>Due to the nature of security checks undertaken, applicants must have 3 years continuous residency in the UK up to the date of the application.</p>
Date last reviewed:	04/04/22

PURPOSE AND DESCRIPTION OF JOB ROLE:

To support the Dog Section Unit in providing care and welfare to the police dogs working on a job share basis of 18.5 hours per week.

Successful applicants will be required to work the following 2 week rota:-

Week 1

Monday 08:00-13:00
Tuesday 08:00-13:00
Friday 08:00-13:00
Sunday 08:00-16:00

Week2

Monday 16:00-21:00
Tuesday 16:00-21:00
Friday 16:00-21:00

SPECIFIC ROLES AND RESPONSIBILITIES:

- To daily clean individual kennels used by dogs at the kennel complex, Headquarters. Also, cleaning the kennel blocks and ensuring the surrounding area is clean and tidy, including use of steam cleaner detergents and any other chemicals required for cleaning of the kennels.
- To maintain the exercise area and kennel compound, keeping the grassed area tidy and basic maintenance of associated equipment.
- Ensure that the new dogs are settled, exercised, and evaluated for health and fitness on arrival at the kennel complex. Communicating their acceptance or unsuitability, as and when required, to the appropriate body.
- To carry out nursing care of sick or injured animals - applying bandages, creams, powders, and wormers where appropriate.
- To feed the dogs in kennels daily as required. Also, preparation of paperwork relating to the level of food stuffs required.
- To order food and equipment and take delivery of items. To also, manage the distribution of these to Handlers.
- To ensure dogs stay fit and well, generally caring for their coats and feet by means of grooming, brushing, bathing, clipping, and trimming.
- To drive Dog Section vehicles for delivery, collection and transportation of dogs requiring veterinary treatment.
- To deal with telephone enquiries, reporting faults and general maintenance requirements of the kennel complex.
- To comply with all Health and Safety policies and legislation in the performance of the duties of the post.
- To comply with the provisions of the Data Protection Act, 1984.
- To carry out any other reasonable duties within the overall function commensurate with the grading and level of responsibility of the post. Flexibility of shifts will be required to cover leave/sickness to facilitate high demand periods.

SKILLS AND EXPERIENCE REQUIRED:

Essential:

- Have good communication skills.
- To have basic keyboard and computer literacy skills.
- Hold a full UK driving licence.
- Have experience in caring for and/or working with dogs.
- Be able to demonstrate your ability to relate to working dogs.
- Must be able to lift, move and carry bags of food, kennel board beds and assist dogs into vehicles.

- Have a willingness to attend a course for Grooming Qualification or Animal Husbandry Qualification if you do not already have these.

Desirable:

- Experience of caring for dogs within a commercial or service kennel environment.
- Possess a National Vocational Qualification or equivalent (eg. BTEC) in the care of animals.
- Have experience of food stock control.
- To have successfully completed a dog first aid course. Have a knowledge of the safe use of cleaning materials (COSHH).
- Hold a Grooming Qualification or Animal Husbandry Qualification.

PERSONAL QUALITIES:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work:

Acting with Integrity: Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

Working with others: Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

Problem solving and innovation: Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

Planning and organising: Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

Communicating and influencing: Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

Personal development: Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

Delivering results: Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

Customer focus: Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving

processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

Operational and technical awareness: Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.