

Dangerous Dog Advisor					Dept/LPA	JOU
		Required Vetting Level	*	PIP Level	ICF USE ONLY	

Grade/Rank	SO1 (temporary grade for 12 months)					
Responsible to	JOU Dog Section Inspector					
Staff Managed	Nil					
Reviewed by (Line Manager)	Louise Silverton			Date	February 2024	

Purpose of Job	To act as the first point of contact for dog related incidents, to manage the Force delivery of services related to dog seizures, investigation, assessment and prosecutions, in accordance with current dog legislation.
Key Accountabilities (outcomes of employing someone in this role)	1. Provide case management guidance to police officers and other internal/external departments/agencies for dealing with dog related incidents, signposting to force held guidance and contacting DLOs (Dog Legislation Officers) where necessary. 2. Attend court when necessary, as an expert witness in relation to identity of illegal breeds. Advise and assist Officers in Charge (OIC's) with dog legislation and, when necessary, attend court to provide expert advice and/or assist defence expert witness assessments. 3. Undertake weekly checks of privately contracted kennels to ensure: • Effective and efficient management of any seized dogs. • Update and monitor spreadsheet/databases OIC's to ensure dogs remain in kennels for a minimum amount of time. • Deal with contract renewal (private kennels and dog transportation) in consultation with Procurement and any subsequent issues. 4. Conduct assessments on request and on behalf of police officers and external partners on reports of suspected illegal dogs; ensuring all subsequent systems are updated and stakeholders are updated with any progress/outstanding actions 5. Ensure Police Enquiry Centre staff (PEC) and Contact Management (CMP) logs are updated, that all seizures, intelligence reports, 3rd party requests for assessments are recorded appropriately and submit relevant intelligence reports. 6. Provide Administrative support including; • Retain and manage all dog related paperwork and in particular INDEX documents. • Support and assist DLOs with other related administrative tasks, ensuring processes are maintained and updated. • Check and approve all payments. Update, maintain and streamline all information held on DLO intranet site

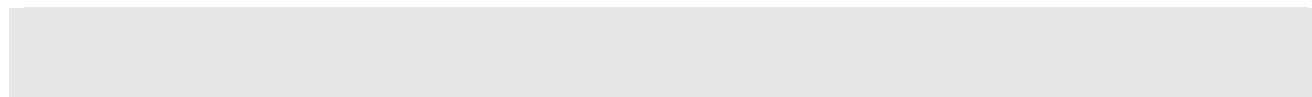
	7. Give regular and effective service.
--	--

Additional Requirements	Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, information security policy, procedures and legislation. May be asked to carry out fire warden duties to meet required standards if required. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role. Note: This role profile is designed to assist postholders with understanding what is expected of them in their role. Hampshire and Isle of Wight Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post. Currently there are up to five kennels that are used throughout the Force area. Role will be initially responsible for establishing effective working relationships whilst setting up systems and processes. The role holder will be part of the process of humanely destroying dangerous dogs once the relevant dog legislation and / or procedures have been followed. The role holder will be required to visit various locations within Hampshire and the Isle of Wight, and must hold a current full UK drivers licence and be prepared to take and pass a Force driving course. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. At interview, candidates will be asked to: confirm their willingness to undertake and complete the two week Dog Legislation Officer course and confirm their willingness to undertake capture and control of dangerous dogs. Equipment and training will be provided
--------------------------------	--

Role Profile - Part Two

Education/Qualifications Required	Essential Educated to QCF Level 3 OR work experience deemed to have brought the postholder to a comparable level. Desirable
--	--

Experience Required	Essential • Good level of IT skills and working knowledge of MS packages (e.g. Outlook, Excel, and PowerPoint). • Good knowledge of dog related legislation and willing to undertake training to become a Dog Legislation Officer (if not already attained, training will be given. This is a 2 week course and a critical qualification/essential to successfully undertake the role). • High levels of inter-personal skills in order to deal professionally and assertively with colleagues and dog owners whilst maintaining approachability at all times. • High levels of tact, discretion and diplomacy and the ability to operate effectively and robustly in emotionally sensitive situations. • Ability to lead as a single point of contact; work as part of a team and on an individual basis, often remotely. A flexible approach is essential as some work will occur outside of normal office hours. • Previous experience of working with and/or handling dogs and the ability to operate in a role that will place physical demands. Desirable Knowledge of NICHE, Livelink, and PNC (training will be given). Knowledge of Hampshire and the Isle of Wight Constabulary (HIOWC) policies and procedures and experience of giving evidence in court would be advantageous.
----------------------------	--



Recruitment competencies	#please copy and paste up to eight (no more) competencies and/or values (must include 'We are Emotionally Aware') from the Role Profile Part3 that will be evidenced by applicants to the role during the recruitment process.# We are Emotionally Aware at Level 2 (mandatory) We Analyse Critically Level 2 We Take Ownership Level 2 Integrity
---------------------------------	--