

## Join Our Team as an Animal and Bylaw Officer!

Are you passionate about animal welfare and community safety? As an Animal and Bylaw Officer, you will play a vital role in maintaining services related to animal control, bylaws, and parking functions. Your work will ensure compliance with legislation and protect public safety in our community.

### Key Responsibilities

- **Enforcement:** Carry out and enforce animal control duties, ensuring compliance with the Dog Control Act 1996 and Council bylaws.
- **Education:** Promote responsible animal and dog ownership through community education.
- **Investigation:** Investigate animal-related complaints, including wandering stock, and take necessary actions, such as impounding or euthanizing animals per Council policy.
- **Pound management:** Act as the Pound Keeper, ensuring efficient operation of the Council Pound.
- **Bylaw enforcement:** Monitor and enforce Council Bylaws, including parking enforcement through issuing of infringement notices.

### Essential Skills and Experience

- Strong spoken and written English communication skills.
- Comfort in working with animals, demonstrating a calm demeanour and safe handling abilities.
- Friendly and professional approach while interacting with dog owners and the public.
- Ability to interpret relevant statutes and bylaws, including the Dog Control Act and others.
- Strong organisational, administrative, and time management skills.
- Capacity to express complex matters simply and handle confrontations with integrity.
- Ability to stay calm under pressure and a competent level of computer literacy.
- Full NZ Driver's Licence.
- Understanding of and commitment to the Treaty of Waitangi, with a desire to develop knowledge of te reo and tikanga Māori.

### Physical Requirements

- Stamina to work in various conditions (heat, cold, rain).

- Ability to lift and carry animals of various sizes.
- Agility to manoeuvre quickly and safely in diverse environments.
- Overall fitness for physical demands, including extended walking or standing periods.
- Adequate eyesight and hearing to detect distressed animals.
- Balance to navigate uneven terrain or crowded spaces.
- Capability to sit or stand at a computer for extended periods.
- A medical examination will be required for the preferred candidate.

### **Desirable Skills and Experience**

- Experience in dog handling and knowledge of animal behaviour.
- Previous experience in a Regulatory/Compliance role with advocacy, investigation, and prosecution skills.
- Experience liaising with SPCA, NZ Police, community groups, and local Iwi.
- Knowledge of local government legislation and statutory requirements.

### **Why Join Us?**

You'll be part of a passionate team dedicated to our community, and making a difference every day! At Carterton District Council, we recognise that work is just one part of life. We prioritise flexibility, balance, and meaningful benefits that enhance your experience.

### **Apply Today!**

Please include a covering letter outlining your reason for applying and fit for the role, as well as a current CV.

Only people with permanent working rights in New Zealand will be considered for this role.

**Applications close at 5pm on Wednesday 31 December 2025.**

*Please Note: Due to the highly competitive employment market, our vacancy close date may be subject to change if a suitable candidate is found, so don't delay in making your application.*