

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.