



Role Title	Kennel hand/Driver	Reporting to	Sergeant Dog Training
Section	Dog Section	District/Department	Protective Services, Operations
Tenure		Rank/Grade	Scale 1/2

Part A – JOB DESCRIPTION

Overall purpose of role	To be responsible for the daily care, hygiene and welfare of all dogs kennelled at Dog Training School.
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Key outputs for role –

1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.
2. To ensure the welfare of kennelled dogs, by updating the daily information board and electronic diaries, and by providing the appropriate exercise, grooming, diet, veterinary referral and prescribed medication.
3. To provide a clean and hygienic environment for kennelled dogs at Carr Gate by maintaining regular routine of inspection and cleaning of kennels, exercise areas and vehicles as designated.
4. To support Dog Handlers, Carers and Dog Trainers through ensuring dogs, dog food and kennels are transported to designated locations.
5. To ensure that stocks of foodstuffs and cleaning materials, are maintained through accurate stock recording and ordering.
6. Assist in the procedure of dog acquisition by making records of offers and to provide initial screening and initiating dog records at point of visit.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- 12 inside kennels, 12 outside kennels
- 3 outside isolation kennels
- 1 inside whelping unit, 2 outside whelping units

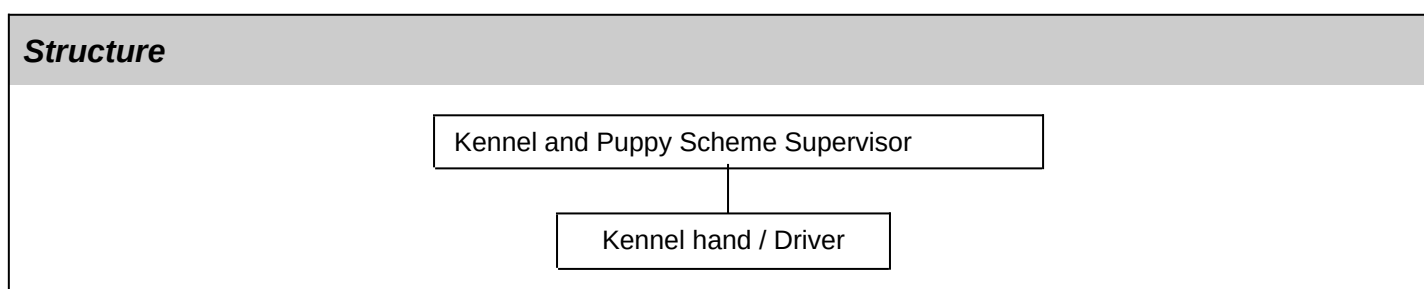
Work/Business contacts

Internal: Police and support staff at all levels especially dog handlers and dog training staff.

External: Veterinary surgeons, Dog food and cleaning materials suppliers, persons offering dogs for police use and members of the public.

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
<ul style="list-style-type: none"> • Experience of previously working with animals • Experience of previously working with dogs 	Essential Desirable
Other (Physical, mobility, local conditions)	
<ul style="list-style-type: none"> • Physically capable of maintaining kennels and surrounding areas • Ability to work shift patterns throughout the whole week • Ability to pass Police Driving Assessment • Must possess Current UK/Euro Driving Licence • This role requires ongoing Health Surveillance commencing prior to appointment in line with HSE guidance/legislation 	Essential Essential Essential Essential Essential

Expertise in Role - After initial development - Level 2
<ul style="list-style-type: none"> • Has basic knowledge of kennel management and dog welfare procedures. • Has basic knowledge of First aid at work.



PART B – COMPETENCIES & VALUES

Competency and Values Framework – http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf
Level 1 –Practitioner

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)
<ul style="list-style-type: none"> • Is used as an expert source of advice on Dog welfare and Kennel Management issues.

PART D - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter Access to Police Buildings where based
Vetting Level	Recruitment Vetting
Date accepted as a role profile	2016