

## Job Description and Person Specification

### Job Title - Senior Pest Control & Dog Enforcement Officer

Job Details	
<b>Grade</b>	G8
<b>Service</b>	Pest Control & Dog Enforcement
<b>Location</b>	Whitley Depot
<b>Job Evaluation Code</b>	<b>A6325</b>

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p><b>Open and fair:</b> We are open, fair and transparent.</p> <p><b>Nurture and develop:</b> We encourage a culture where everyone is supported to do and be the best they can be.</p> <p><b>Engage and empower:</b> We engage with our residents and empower our employees to enable them to do the right thing.</p> <p><b>Create and innovate:</b> We embrace new ways of working to continuously improve the services we offer.</p> <p><b>Own and be accountable:</b> We work together to make the right decisions and deliver the best services for our residents.</p> <p><b>Value and respect:</b> We put diversity and inclusion at the heart of all we do.</p>

### **Job Purpose**

1. Under the general direction of the Pest Control & Dog Enforcement Manager, to have operational responsibility for the delivery, development and day-to-day supervision of the Pest Control and Dog Enforcement Service.
2. To undertake and oversee the response to pest infestations in domestic and commercial premises, ensuring effective, lawful and safe treatment.
3. To lead operational dog enforcement activity, including the seizure, collection, transportation and kennelling of stray and dangerous dogs.
4. To enforce Public Space Protection Orders (PSPOs) and other relevant dog control legislation.
5. To be responsible for staff supervision and development, providing professional advice and guidance on complex legal, technical, policy and politically sensitive matters.
6. To support the Pest Control & Dog Enforcement Manager in the development and implementation of divisional policies, strategies and service improvement initiatives.
7. To deputise for the Pest Control & Dog Enforcement Manager as required.

### **Main Duties & Key Accountabilities**

1. Accountable to the Pest Control & Dog Enforcement Manager for the effective day-to-day supervision of Domestic Pest Control, Commercial Pest Control and Dog Enforcement services.
2. Carry out and oversee the full range of pest control duties, including eradication programmes, sewer baiting, land and site surveys, and the provision of advice and information to businesses and the public.

<p>3. Carry out and oversee the full range of dog enforcement duties, including:</p> <ul style="list-style-type: none"> <li>• Inspection of animal-related businesses and premises</li> <li>• Issuing Fixed Penalty Notices for dog fouling and PSPO breaches</li> <li>• Apprehension, transportation and kennelling of stray and dangerous dogs</li> <li>• Providing advice and information to businesses and members of the public</li> </ul>
<p>4. Contribute to and support performance management within the service, ensuring published service standards, objectives and targets are met.</p>
<p>5. Ensure that the pest control &amp; dog enforcement service are fully aware and compliant with all legislation relevant to the services provided.</p>
<p>6. Support the development and delivery of service and business plans, including management of the three-year business plan achieving financial targets relating to both income generation and expenditure control.</p>
<p>7. Take enforcement action under relevant statutory provisions, including the preparation of evidence and representation of the service in legal proceedings when required.</p>
<p>8. Develop and maintain effective partnership working with local and national public, private and voluntary sector organisations to support service delivery and corporate priorities.</p>
<p>9. Investigate and respond to service complaints within the section undertaking investigations to ensure compliance with legislative and regulatory requirements as appropriate.</p>
<p>10. Prepare and present reports to Cabinet and other decision-making bodies as required.</p>
<p>11. Any other duties commensurate with the responsibilities and grading of the post.</p>

<b>Key Relationships</b>			
<b>External:</b>	Commercial Customers DEFRA NPTA BPCA Police RSPCA Birmingham Dogs Home	<b>Internal:</b>	Street Cleansing Team Environmental Enforcement Team Finance Health and Safety

<b>Standard Information</b>
<p>Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health &amp; Safety and the City Council's Workforce Diversity and Inclusion Policies.</p> <p>Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</p> <p><b>Training</b></p> <p>The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.</p>

<b>Responsible for</b>
Pest Control & Dog Enforcement Officers Assistant Dog Enforcement Officers

<b>Person Specification</b>	
<b>Requirements</b>	
Knowledge	In-depth knowledge of pest control & dog enforcement, relevant public health legislation and the Police and Criminal Evidence Act.
Knowledge	Knowledge of Budgetary Control planning and control.
Knowledge	Understanding of the principles of customer care and quality management systems.
Skills And Ability	Able to manage and co-ordinate resources.
Skills And Ability	Able to operate successfully at a senior level, in management, leadership and support roles.
Skills And Ability	Objective and target setting skills.
Experience	Ability to hold high level meeting to negotiate high value contracts/partnership working ie other LA's and large commercial contracts £100,000 plus
Experience	Supervision of employees, projects and resources in a pest control and dog enforcement setting.
Experience	Enforcing legislation, including gathering evidence and bringing legal proceedings.
Qualification	RSPH in Pest Control Dog Warden Course
Special Requirements	May be required to travel in the course of his/her duties and must possess a current full driving licence. It may be necessary to drive council vehicles.

<b>Declaration</b>			
Reviewed/Created By:	Phil Hibberd		
Job Title:	Pest Control & Dog Enforcement Manager	Date:	27 <sup>th</sup> March 2026