

Dog Section Role Profiles-

Kennel Assistant

Role Purpose

Provide care for the dogs boarding at the Dog Section to ensure compliance with NPCC Dog APP, local policy and adhere to best practice. Provide exercise, food, enrichment, and grooming for dogs boarding in the kennels to ensure that the high standards of welfare to the dogs is maintained at all times.

Key Accountabilities

- ❖ Ensure kennels are kept clean with high standards of hygiene and dog welfare are maintained at all times.
- ❖ Ensure that the physical and psychological needs of the dogs are met and that NPCC Dog APP is complied with.
- ❖ Ensure the welfare of the dogs is continually checked and any welfare/health issues are addressed immediately.
- ❖ Manage any threats of risk or harm during the care of Police Dogs to appropriately to minimise the impact and risk of harm to Police Officers, Staff and members of the public.
- ❖ Maintain any records relevant to the care of dogs in order to ensure that information regarding the dogs are accurate and current.
- ❖ Ensure visitors to the kennels are received appropriately.
- ❖ Assist in the coordination of re-homing, including assessment of potential candidates
- ❖ Assist in the coordination of the raising of Police puppies (If applicable)
- ❖ Give instruction on kennel hygiene and the safe handling of police dogs, to visitors or dog handlers within kennel environment.

Education, Qualifications, Skills and Experience

Prior education and experience:

- ❖ Experience or knowledge around dog kennel environments.
- ❖ Experience or knowledge around working dogs and their training.
- ❖ Completed initial training and passed probation period.
- ❖ Dog First Aid
- ❖ Experience or knowledge around dog mental enrichment techniques
- ❖ Experience or knowledge around dog kennel hygiene and cleaning methods
- ❖ Physically capable of maintaining the cleanliness standards of kennels and surrounding area
- ❖ Hold a full UK driving licence (Car)
- ❖ Hold or be willing to work towards a kennel management qualification
- ❖ Meet NPCC specific Risk Assessment training requirements for role
- ❖ Meet NPCC specific H&S training requirements for role

Skills

- ❖ Possess good team working skills demonstrating awareness of individual differences, and a proactive approach to relationship development with colleagues and stakeholders.
- ❖ Possess good communication skills with the ability to set out logical arguments clearly, adapting language, form and message to meet the needs of different people and audiences in diverse situations.
- ❖ Able to produce concise reports or other documents.
- ❖ Able to embed the NPCC Training ethos and NPCC Dog APP throughout the Police Service
- ❖ Problem solving skills with the ability to identify cause and effect and develop a course of action designed to target root causes as well mitigate effects.
- ❖ Able to identify, analyse, and manage risk to inform balanced, proportionate, evidenced-based decisions.
- ❖ Good time management skills with the ability to organise and prioritise.
- ❖ Able to use standard IT packages, systems and/or databases to fulfil role requirements.
- ❖ Able to review own performance objectively and take steps to make improvements.

Continuing Professional Development (CPD). To be recorded in personal CPD Portfolio.

- ❖ Maintain and update key knowledge, understanding and skills relating to legislation policy and practice in relation to the kennel assist function and animal welfare
- ❖ Maintain knowledge and understanding of new approaches identified by evidence based animal welfare research relating to the Kennel assistant function, including problem solving and team working, and synthesise these into working practice(s).
- ❖ Complete all annual and mandatory training including for example, first aid, and protecting information.
- ❖ Complete annual training with regards Risk Assessments in relation to all areas of Police dog care.

Professional Registration/Licenses

- ❖ None required.