

Public Protection Compliance Officer (Animal Health and Welfare) Recruitment Pack (Permanent Post)



Mae'r ddogfen yma hefyd ar gael yn Gymraeg.

www.gwynedd.llyw.cymru/jobs



Welcome

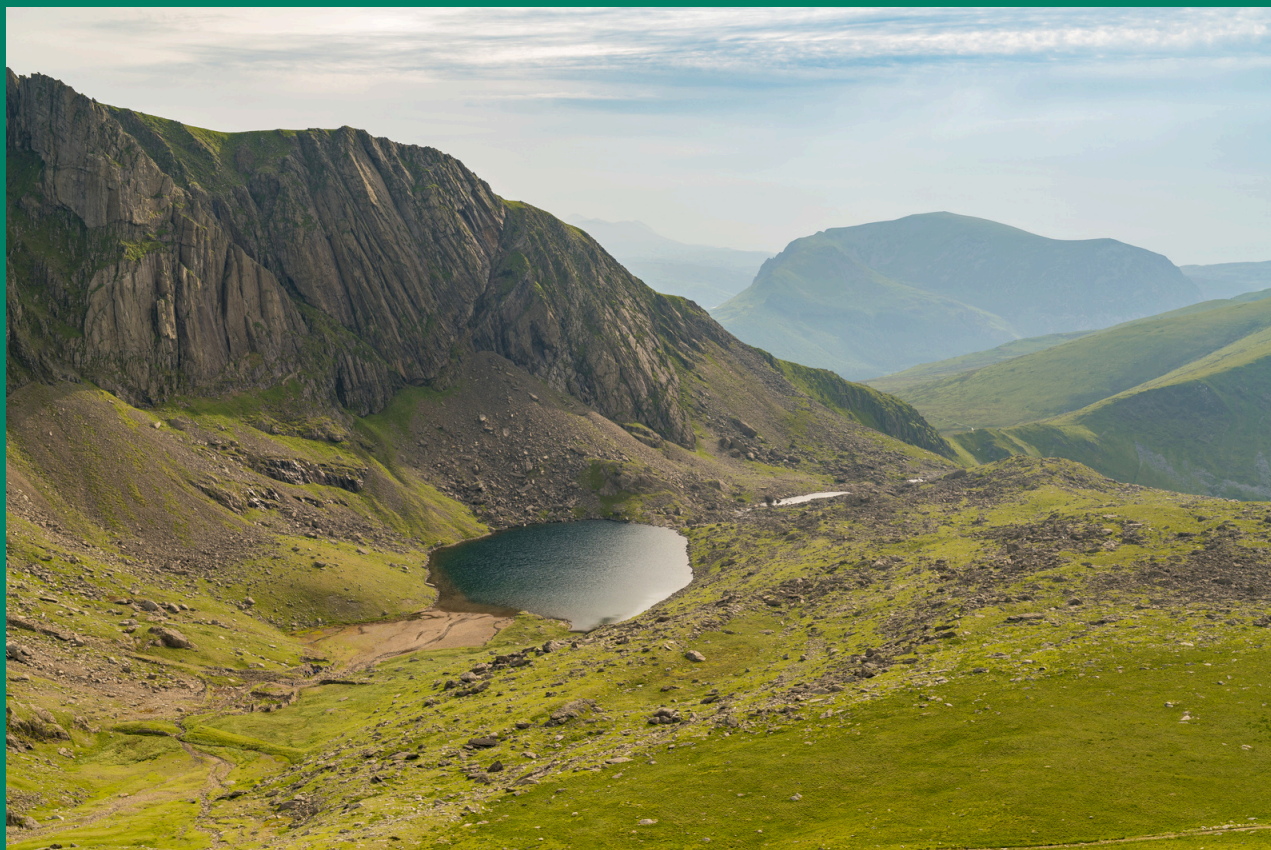
Job: Public Protection Compliance Officer (Animal Health and Welfare)

Thank you for showing an interest in applying for this important post.

The post will offer a real opportunity to make a key contribution to important work in the field of Trading Standards and Licensing within Cyngor Gwynedd's Environment Department. We are eager to appoint someone who will focus on Animal Health and Welfare and Agriculture ensuring a quality professional service to the communities of Gwynedd.

All details about the post can be seen in this document, but if you would like an informal conversation to discuss the post, contact Andrew Parry, Trading Standards and Licensing Manager (andrewlloydparry@gwynedd.llyw.cymru or 01758 704172) in the first instance.

We look forward to receiving your application.



Job Advertisement: Public Protection Compliance Officer (Animal Health and Welfare)

£34,434 - £36,363 (S3) along with Local Authority pension contribution

Location: Caernarfon/Pwllheli/Dolgellau

This post offers an exciting opportunity to contribute to Animal Health and Welfare work at the Council's Trading Standards and Licensing Service, which works to ensure animal health and welfare, prevent infections and ensure the traceability of farm animals here in Gwynedd.

As part of their work, the Compliance Officer will contribute to the effective implementation of the Council's policies in relation to the protection of the public and legitimate businesses by promoting high standards of compliance with relevant regulations.

Full details of the job are available in this pack.

Closing date: Midday on Wednesday, 3 June 2026.

We look forward to receiving your application.



Working for the Council

Thank you for showing an interest in applying for this post with Cyngor Gwynedd.

The Council offers attractive working conditions. As a member of the Council's staff, you will be invited to take advantage of a variety of training opportunities as part of our commitment to your professional development.

Ensuring a healthy work-life balance is very important, and Cyngor Gwynedd offers a number of flexible working opportunities to help staff to strike a suitable balance between home and work life.

You would also benefit from a range of further benefits that are available by working for Cyngor Gwynedd.

More details about the benefits of working for Cyngor Gwynedd are available at www.gwynedd.llyw.cymru/working-for-us



Job Description

PURPOSE OF THE POST

- To contribute to the effective implementation of the Council's policies in relation to the protection of the public and legitimate businesses by promoting high standards of compliance with Public Protection regulations and good practice.
- To ensure that the people of Gwynedd are central to everything we do.



RESPONSIBILITY FOR RESOURCES

Equipment - Day-to-day responsibility for ensuring the acceptable condition and safety of a range of equipment including personal protective equipment.

Budgets - Occasional responsibility for money, for example when undertaking purchase/sampling tests.

Job Description

MAIN DUTIES

- Enforcement of Trading Standards legislation within the Public Protection Service, specifically in the area of Animal Health and Welfare and Agriculture, where the post holder has the appropriate authorisation and qualifications, through audits and investigations, and by providing advice and guidance to businesses and members of the public.
- Where necessary, lead on one or more areas of work and share relevant topic-related information to other members of the Unit.
- Completing work programs and specific surveys that may involve the use of specialized equipment.
- Take enforcement action where appropriate and necessary to do so to ensure compliance with current law, in accordance with the Council's enforcement policy and the supervision arrangements of the service.
- To assist with educating users and providing advice and guidance to service users.
- To assist with complex investigations.
- Deal with service requests and complete programmed visits within the service-targeted response times.
- To represent the authority as a witness in the Court of Judgement, as required.



MAIN DUTIES (continued)

- Respond quickly and appropriately to an emergency.
- Comply with the Council's procedures and guidelines in relation to finance, with particular reference to any fees received.
- Supervise the work of other members of staff, namely students or trainees, as appropriate.
- Record work by the required method(s).
- Deputise for other officers where circumstances so require.
- Responsibility for self-development.



- Ensure compliance with Health and Safety at work rules in accordance with the responsibilities set out in the Health and Safety at Work Act 1974 and the Council's Health and Safety Policy.
- To act within the Council's policies in relation to equal opportunities and equality.
- Responsibility for managing information in accordance with the Council's information management standards and guidelines. Ensure that personal information is handled in compliance with Data Protection legislation.
- A commitment to reduce the Council's carbon emissions in line with the Carbon Management Plan and to encourage others to take positive action towards reducing the Council's carbon footprint.

MAIN DUTIES (continued)

- Undertake any other corresponding and reasonable duty that is consistent with the salary level and level of responsibility of the job.
- Responsibility to report concern or suspicion that a child or vulnerable adult is being abused.



SPECIAL CIRCUMSTANCES (e.g. the need to work unsociable hours, special working arrangements, etc.)

- At times the post holder will be required to carry out an audit in a dirty/unpleasant environment.
- Willingness to work during unsociable hours.
- The holder may need to plan, implement and inspect projects for the maintenance or improvement of the health and wellbeing of the residents of Gwynedd.
- Willingness to be flexible and work in other fields within Trading Standards/Environmental Health and Licensing as required.

Person Specification

Qualifications and Relevant Training

Essential:

A good level of education - at least A Level (or similar) or other qualification relevant to the field of work.

Desirable:

Working towards a Trading Standards Practitioner Diploma qualification.

A Trading Standards qualification or other relevant legal/enforcement qualification.

Qualification in the field of Health and welfare, Animal and/or Agriculture.



Relevant Experience

Essential:

Previous experience of dealing with legislation and the ability to understand and interpret relevant legislation and standards.

Experience of working within criminal law processes and procedures

The ability to work as a team.

Experience of dealing with and working with the public/businesses.

Experience of managing their own workload and prioritising.

Desirable:

Previous farming/farming experience.

Previous experience of enforcing Animal Health and Welfare and Agriculture legislation.

Previous experience of dealing with conflict situations.

Person Specification (continued)

Skills and Knowledge

Essential:

IT skills (e.g. MS Word, Excel) and knowledge and familiarity with platforms Social.

Good communication skills, both verbal and written.

Good negotiation skills.

The ability to prepare concise, clear and accurate reports.

The ability to deal with change and dynamic situations effectively.

Full Driver's License.

Desirable:

Familiar with the farming industry and the food chain.

Information on the 'Information Implementation Model' (IOM)/IDB.



Personal Attributes

Be willing to gain further professional skills and qualifications

Decisiveness

Ability to work individually when needed

Ability to work as a member of a team

Ability to work under pressure

Positive attitude

Confidence in dealing with the public and businesses

Honesty

Prejudice

Wisdom

Ability to work towards specific targets

Ability to deal with difficult situations

Ability to deal effectively with change and dynamic situations

Flexible approach to hours, location and work duties

Language requirements

Listening and Speaking - Advanced

Able to follow a conversation or discussion through the medium of Welsh and English on a professional level and discuss general everyday topics in the field in order to present information and express opinion. Able to give a pre-prepared presentation and respond to any comments and questions on it in Welsh or English.

Reading and Comprehension - Advanced

Able to understand standard written Welsh and English; both formal and informal. Able to gather information from various sources such as letters, reports, articles through the medium of Welsh and English in order to fulfil the post.

Writing - Advanced

Present written information confidently by letter, more detailed and technical report formats and respond to written requests conveying information, ideas and opinion in Welsh and English. (Assistance is available to check the language).

The logo consists of a large orange speech bubble shape with a white outline. Inside the bubble, the word "Cymraeg" is written in a white, bold, sans-serif font.

Cymraeg

Timetable and application process

To apply for the post, go to www.gwynedd.llyw.cymru/jobs

We ask that you review the Job Description and Person Specification and complete your application in accordance with the requirements.

Applications to be submitted by midday on 3 June 2026, with interviews to be held shortly afterwards.

If you have any questions about the process, e-mail: DesgAdnoddauDynol@gwynedd.llyw.cymru

