



A Career in the Inspectorate Trainee Inspector

The Society's Inspectorate employs approximately 530 uniformed Field Officers throughout England and Wales.

The Inspectorate offers a worthwhile and rewarding career to the right person.

All communications should be addressed to:

Chief Superintendent Training
RSPCA
Wilberforce Way
Southwater
West Sussex
RH13 9RS.

The number of personnel recruited will vary in accordance with local inspectorate requirements.

Candidates must fulfil the following requirements: -

1. **Must** have 5 GCSE's - Grade C or above or the equivalent to include English and Maths.
2. Unless you have applied for a vacancy within a specified location, by completing the application form you are accepting that you are able to relocate anywhere within England or Wales at the Society's discretion.
3. **Must** hold a full, current, UK licence to drive a car with a manual gearbox
4. **Must** be able to swim 50 metres fully clothed within 2.5 minutes.
5. **Must** possess proven interpersonal skills.
6. **Must** have animal handling experience.
7. **Must** possess good administrative skills.
8. **Must** be prepared to work unsociable hours including some evenings, weekends and Bank Holidays

Further considerations:-

The practical aspects of the work require the lifting, carrying and moving of equipment and animals. You should consider that dogs, for example, may weigh 30-40 kg, and sheep more than 70kg. You will find yourself subjected to intermittent, highly physical activity.

On occasion, the position demands working on flat water, alongside tow-paths, sea cliffs, and from boats on tidal and flowing water. You should be satisfied that, although wearing a life-jacket or buoyancy-aid, you will not endanger your, or anyone else's life, by your inability to swim whilst wearing outdoor clothing. Successful applicants will undergo a swimming assessment early in the training, following appointment; an inability to complete the assessment will result in the termination of employment.

DISCLOSURE

Please note that, because of the nature of the duties of this post, you will be required to disclose details of any criminal record, and any offer of employment will be made subject to information given in a Standard Disclosure provided by the Disclosure and Barring Service (DBS). A conviction (or formal caution within the past 10 years) for a number of criminal offences, will mean a rejection of your application. The offences include violent crime, public order, corruption or dishonesty.

If you are invited for Selection Board Interview, you will be asked to complete a Disclosure and Barring Service check (CRB), the contents of which will be discussed with you at interview. You will be asked to apply for a Standard Disclosure from the DBS in the event of you being offered this post.

Please see the attached Policy Statement on the Recruitment and Employment of Ex-Offenders.

A high degree of initiative is required to deal with the demands of the work when decisions are required to be taken on matters of animal welfare, seldom with recourse to higher authority.

It is important to realise the hazards of the work which include the risk of contracting disease and injury from continued contact with animals and the risk factor involved in rescues and driving.

Applicants who successfully come through Stage 1 (Preliminary Declaration) will be invited to complete a series of psychometric assessments. Following analysis of these assessment scores candidates will be invited to attend a selection day. All applicants selected will undergo a full medical examination and fitness test by a Society Medical Officer.

The medical and fitness tests are designed to ensure that the successful candidate is fit for the role and that any reasonable adjustments are made to assist anyone who has a disability. In the event that the successful candidate is considered unfit for the role and no reasonable adjustments can be made, the offer of employment will be withdrawn or notice given if employment has already started.

Any offer of employment will be made subject to receipt of satisfactory references.

In order for you to become fully qualified, you must successfully complete 26 Training Units contained within a series of modules. Module duration is between one and eight weeks dependent on subject matter, and will follow consecutively to create a comprehensive training course. Under normal circumstances you are expected to complete your training within a year from registering on the initial module.

Full-board accommodation will be provided for you during your attendance for these modules. This is to allow for centralised training, including some evening workshops and tutorials, at an appropriate venue in England or Wales, depending on the module content. However those failing to complete all of the modules within the required time frame will undergo a review, at the end of which the Society reserves the right to terminate employment.

During the 7 months training period, one week's notice is required by either side to terminate employment.

Employees are not permitted to enter into any other paid employment, either full or part-time, without the agreement of the Society.

- **Hours of Duty**
The RSPCA provides a 24 hour service to the public through the National Control Centre telephone system. Trainee Inspectors, will be expected to work some evenings, at the weekend and on Bank Holidays.
- **Uniform**
Full uniform is provided and replaced as necessary.
- **Vehicle**
From commencement of training, officers are provided with a van, which is fully maintained by the Society. Whilst the vehicle is supplied primarily for the efficient performance of their duties, Inspectors have an option for private use of the vehicle during off duty time (including UK leave) providing fuel and oil used during private mileage is paid for by the Inspector. (Please note that this is a taxable benefit)
- **Leave**
The entitlement is 23 working days per calendar year, plus Public Holidays.
- **Pension**
The Society operates a defined contribution pension scheme.

Policy Statement

On the recruitment and employment of ex-offenders

Introduction

The Society's policy is not to discriminate unfairly against those who have convictions and considers applications from a wide range of candidates, including those with criminal records. Candidates will be selected for interview based on their skill, qualifications and experience.

General

Unless the nature of the position allows the Society to ask questions about an individual's entire criminal record, the Society will only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974. Where a conviction is "unspent", consideration will be given to all the circumstances before reaching a decision on any matter connected with employment, with a view to assisting the person with the task of rehabilitation without putting the Society or its staff and the public at risk.

At interview or in a separate discussion, the Society will ensure that open and measured discussion takes place, with an applicant or an employee, on the subject of any offences or other matter that might be relevant to the position. All of the facts will be considered and discussed with the individual before any decision is taken on employment or continued employment. Failure to reveal information that is directly relevant to the position could lead to the withdrawal of an offer of employment.

Disclosure

As an organisation, using the Disclosure and Barring Service (CRB) checks the Society complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

A Disclosure is only requested after an assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where Disclosure is required, all application forms, job adverts and information for candidates will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, the Society will ask all applicants called for interview to provide details of their criminal record. The Society will request that this information is sent under separate, confidential cover, to a designated person within the Society and will guarantee that this information is only seen by those who need to see it as part of the recruitment process.

The Society will ensure that all individuals who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The Society will

also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g., the Rehabilitation of Offenders Act 1974.

The Society will make sure that every subject of a DBS Disclosure is aware of the existence of the DBS Code of Practice and make a copy available on request.

The Society undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Information concerning convictions will be held securely and in accordance with the standard set down in the Data Protection Act 1998 and in the DBS Code of Practice, where applicable.

Having a criminal record will not necessarily bar any individual from working with the Society.

This will depend on the nature of the position and the circumstances and background of the offences.