



**Apply By:** Thursday, December 15, 2022 11:59 pm EST

## **Inspector, Animal Welfare - Bilingual (English/French)**

**Organization:** Ministry of the Solicitor General

**Division:** Public Safety Division/ Animal Welfare Services

**City:** Brantford, Brockville, Guelph, Mississauga, North Bay, Sudbury

**Job Term:** 5 Permanent, 2 Temporary (up to 12 months, with possibility of extension)

**Job Code:** 60704 - Agricultural Specialist 3

**Salary:** \$1,241.16 - \$1,561.45 Per Week\*

\*Indicates the salary listed as per the OPSEU Collective Agreement.

**Posting Status:** Open

**Job ID:** 191753

Are you highly motivated about delivering superior public service in the area of Animal Welfare? Do you have a background in regulatory compliance and enforcement? Animal Welfare Services at the Ministry of the Solicitor General seeks professional, dedicated and experienced individuals across Ontario to objectively promote and enforce compliance with animal welfare legislative and regulatory requirements by conducting inspections and investigations on animal welfare cases reported in their designated area/region. These positions are best suited for individuals who have a strong, accountable work ethic and understand the compliance and enforcement landscape. Don't miss this opportunity to have a real, positive impact on the life and well-being of people and animals in Ontario.

### **NOTE:**

- There is a need for Bilingual (French) Animal Welfare Inspectors across the province of Ontario. The successful candidates will work from district offices assigned based on their home address to respond to calls for service which may require travel up to 250 km per day.
- These positions require irregular hours with minimal or no notice (including working mornings, afternoons, and evenings), overtime and rotational after hours on standby to provide support to police services. This is non-negotiable.
- There will be requirements for extended travel (sometimes on short notice) through the province, including remote areas.

**OPS Commitment to Diversity, Inclusion, Accessibility, and Anti-Racism:**

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Visit the [OPS Anti-Racism Policy](#) and the [OPS Diversity and Inclusion Blueprint](#) pages to learn more about the OPS commitment to advance racial equity, accessibility, diversity, and inclusion in the public service.

We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's [Human Rights Code](#). Refer to the "How to apply" section if you require a disability-related accommodation.

#### **What can I expect to do in this role?**

- Coordinate and conduct field inspection, compliance and enforcement activities of commercial and residential owners of animals under provincial and federal animal welfare statutes and regulations
- Enforce the Provincial Animal Welfare Services (PAWs) Act, develop warrants, lay charges, and be adept at de-escalation and use of force policy
- Handle highly sensitive, urgent issues pertaining to the welfare of animals on short notice with a diverse set of stakeholders
- Prepare reports, correspondence and case files for investigations and inspections
- Provide testimony in Court proceedings
- Deliver education and awareness activities related to animal health and welfare
- Liaise and consult with a variety of stakeholders on animal welfare issues to identify needs and priorities, assess risks, and propose solutions and recommendations for the development of appropriate policy and programs
- Exhibit Ontario Public Service (OPS) values in the work delivered

#### **The work environment of an Animal Welfare Inspector:**

- The position is very demanding psychologically with Inspectors managing people who may have difficult and aggressive personalities and/or people who may struggle with mental health (e.g., hoarding).
- The position requires assessing, touching, lifting, and approaching a wide variety of animals including but not limited to dogs, cats, horses, cattle, swine, sheep, exotics, primates, marine mammals, etc. The position can at

times be very physically demanding.

- The position can involve being exposed to multiple chemicals, biological and environmental hazards while on the job. This includes working in environments where there is a presence of strong odors, feces, dead animals, blood, loud noise, cold/hot/inclement weather, etc.

### **Successful candidates will be required to:**

- Pass the Regulatory Compliance Training, Personal Safety Training & Animal Welfare Training Programs (provided on the job).
- Obtain and maintain Provincial Security Clearance and Provincial Offences Officer status.
- Wear a uniform and carry personal safety equipment (baton, handcuffs and OC spray).

### **How do I qualify?**

#### **Mandatory**

- Ability to obtain and maintain Provincial Security Clearance and Provincial Offences Officer status.
- Valid class G Ontario driver's licence (or equivalent as recognized by the Province of Ontario) to travel to locations not accessible by public transit.
- You must possess oral and written French language skills at the advanced-plus level. Your proficiency level will be confirmed before hire.

#### **Specialized Knowledge and Experience**

- You can demonstrate knowledge of the diverse aspects of animal welfare and protection, including the management processes, welfare practices, stakeholders involved, and federal/provincial statutes, legislative and regulatory frameworks as they relate to animal welfare inspections and enforcement
- You can demonstrate knowledge of risks and priorities associated with animal welfare enforcement in commercial and residential environments and ability to mitigate risks and advance priorities
- You have knowledge of and/or experience with behaviour and health of diverse animals and understanding of when removal is required
- You have knowledge of animal welfare stakeholders and experience in engaging various audiences

#### **Inspection, Investigation, Enforcement and Compliance Expertise**

- You understand and have the ability to apply all related statutes, regulations, policies, codes and standards associated with animal welfare to interpret and provide support, direction, technical and regulatory expertise to licenses/registrants, the agricultural sector, the public, complainants veterinarians and police
- You have thorough knowledge of specialized investigative techniques,

procedures, legislation and courtroom procedures to carry out investigations by gathering and interpreting evidence and making recommendations for follow-up (e.g. criminal charges)

- You have knowledge of theories to gather evidence and interpret findings by examining available evidence, identifying potential tests for proving theories and providing testimony in Court
- You have demonstrated knowledge of compliance and enforcement of multiple regulatory statutes/programs and overlapping authorities to provide clear interpretation and understanding of complex issues
- You have experience identifying situations of non-compliance and assessing the associated level of risk to determine appropriate corrective measures to achieve desired outcomes
- You can accurately and objectively interpret, apply and enforce policies, procedures and legislation, and relay compliance-related information to others

#### **Communication, Interpersonal and Judgement Skills**

- You have strong communication skills to explain and discuss interpretations of evidence and related legislation, policies, procedures and guidelines, and theories about the investigation, using appropriate judgement in communicating confidential and sensitive information, and providing testimony in Court
- You have the interpersonal skills to persuade and ensure compliance with established methods, models and concepts of investigation
- You have the ability to use tact, discretion and honesty when gathering, discussing and disclosing case-related information and evidence to the public or in the Courts
- You have experience developing and maintaining harmonious relationships with internal and external clients, including those in rural, remote and Indigenous communities
- You have the ability to identify potential conflicts, facilitate open and constructive dialogue, and proactively address and defuse potential issues
- You can adhere to OPS values when communicating with the public, stakeholders and colleagues

#### **Analytical, Reasoning and Problem Solving Skills**

- You have strong analytical and reasoning skills to conduct investigations, assessing and interpreting evidence, maintaining the integrity of the investigative file, evaluating investigative results and determining cause, analyzing the circumstances and issuing orders, laying charges and/or removing animals, and making recommendations
- You have the ability to review and evaluate statutes, policies, codes and standards and make recommendations/determine impact to related animal welfare programs and related sectors
- You have the ability to assess issues quickly and with a high degree of

accuracy when responding to allegations of violations of the legislation/regulations and applying the appropriate tool (issuing orders, laying charges, removing animals, etc.) and notification to all relevant parties in a timely and accurate manner

- You have the ability to assess issues and emerging trends, apply risk management analysis and prepare summary reports

#### **Organizational, Planning and Computer Skills**

- You have superior computer skills to use Microsoft Office programs (e.g. Word, Excel, Outlook, PowerPoint) to prepare materials, correspondence, Crown Briefs and reports
- You can maintain electronic and manual records and schedules, as well as utilize database systems to search, enter and obtain information
- You have time management and organizational skills to effectively manage multiple tasks in a fast-paced environment
- You can manage your workload and ensure accurate and timely completion of reports and other products based on targets and priorities

#### **Additional Information:**

#### **Address:**

- 1 Bilingual Permanent, 32 Wall St, Brockville, East Region, Vulnerable Sector Check, Canadian Border Services Check, Credit History Check, Driver's License History, Local Police Databases Search, PIP/NICHE/RMS, Social Networking Search
- 1 Bilingual Permanent, 199 Larch St, Sudbury, North Region, Vulnerable Sector Check, Canadian Border Services Check, Credit History Check, Driver's License History, Local Police Databases Search, PIP/NICHE/RMS, Social Networking Search
- 1 Bilingual Permanent, 245 Oak St, North Bay, North Region, Vulnerable Sector Check, Canadian Border Services Check, Credit History Check, Driver's License History, Local Police Databases Search, PIP/NICHE/RMS, Social Networking Search
- 1 Bilingual Permanent, 38 Darling St, Brantford, West Region, Vulnerable Sector Check, Canadian Border Services Check, Credit History Check, Driver's License History, Local Police Databases Search, PIP/NICHE/RMS, Social Networking Search
- 2 Bilingual Temporary, duration up to 12 months, 6711 Mississauga Rd, Mississauga, Central Region, Vulnerable Sector Check, Canadian Border Services Check, Credit History Check, Driver's License History, PIP/NICHE/RMS, Social Networking Search
- 1 Bilingual Permanent, 75 Farquhar St, 2nd Flr, Guelph, West Region, Vulnerable Sector Check, Canadian Border Services Check, Credit

History Check, Driver's License History, PIP/NICHE/RMS, Social Networking Search

**Compensation Group:** Ontario Public Service Employees Union

**Schedule:** 6

**Category:** Inspections and Investigations

**Posted on:** Thursday, December 1, 2022

**Note:**

- This ad is also available in French.
- In accordance with the Ontario Public Service (OPS), Employment Screening Checks Policy (ESCP), the top candidate(s) may be required to undergo a security screening check. Refer to the above to determine the screening checks that are required for this position.

Required security screening checks along with your written consent, will be sent to the Transition and Security Office (TSO), Corporate Talent Programs Branch, Talent and Leadership Division to evaluate the results. If applicable, the TSO, with your written consent, will request and obtain any additional employment screening checks that were not obtained directly by you.

A record under the Criminal Code and/or other federal offence record(s) does not automatically mean you will be ineligible for the position. The employment screening check(s) will only be reviewed and evaluated by the TSO for the purpose of making a security clearance decision. The details of an individual's employment screening check(s) will be considered in specific relation to the duties and responsibilities of the position being filled. Employment screening check records will be maintained by the TSO and kept strictly confidential.

- W-SL-191753/22(7)

**How to apply:**

1. You must **apply online**.
2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the **Writing a Cover Letter and Resume: Tips, Tools and Resources**.
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.

4. Read the **job description** to make sure you understand this job.
5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please **Contact Us** to provide your contact information. Recruitment services team will contact you within 48 hours.

**Please be advised that the results of this competition may be used to form an eligibility list of qualified candidates to potentially fill future vacancies represented by the Ontario Public Service Employees Union (OPSEU). In accordance with the Collective Agreement, eligibility lists are shared with OPSEU representatives. By applying to this competition, you are providing consent that your name may be shared with OPSEU representatives.**

**All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.**

**Remember:** The deadline to apply is **Thursday, December 15, 2022 11:59 pm EST**. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**Job advertisements for positions that have been designated bilingual will be provided in both English and French on the website. Positions that are not designated bilingual are not translated and are displayed in English only on both the English and French versions of the website.**

**Les annonces d'emploi pour les postes désignés bilingues sont publiées en anglais et en français sur le site Web. Les annonces pour les postes qui ne sont pas désignés bilingues ne sont pas traduites et**

**elles figurent en anglais seulement, tant dans la version française que dans la version anglaise du site.**

**The Ontario Public Service is an inclusive employer.  
Accommodation is available under the [Ontario's Human Rights Code](#).**

Note: The only website where you can apply on-line for positions with the Ontario Public Service is <http://www.gojobs.gov.on.ca>

Ontario 

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