

Your Position

Your job	Dog Pound Assistant Kaimahi Whakahaere Kararehe
Your group	Policy, Planning & Regulatory Services
Your team	Monitoring and Compliance
Your manager	Team Leader Animal Control, Suzanne Hokianga
Your base	Council premises within Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

How we work together:

- Whakakotahi - Team up
Mā te mahi tahi e puta ai he hua ki tō tātou hapori
Together we make a difference for our community
- Mahi Atamai - Work smart
Ka whakapātari i a tātou anō kia pai ake ai ngā hua
We challenge ourselves to do things better
- Whakatinanatia - Make it happen
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
We use our energy to get things done

Your team's purpose

Policy, Planning & Regulatory Service's purpose is to:

- Develop, prepare and oversee policy, plans and strategies relating to social, economic, environmental, infrastructure, climate and regulatory services issues (including resource management, climate and District Planning policy);
- Lead the corporate planning processes including the Long-term Plan and Annual Plan; Deliver the regulatory functions and monitoring / enforcement services in relation to District Plan development control, building control, environmental control and animal control.
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- The Climate and Environmental Planning team's vision is to contribute to a resilient and inviting city that enables our communities to thrive.

Your purpose

The Dog Pound Assistant's role is to work as a member of the Animal Control team in safeguarding the community by providing effective care and management of animals being housed at the Dog Pound facility of the Animal Control Centre.

Who you'll be working with

Your direct reports	• None
Your indirect reports	• None
External people and groups	• Members of the public • Other local authorities • Police Officers • Veterinarians
Internal people and groups	• Executive Leadership Team, managers and staff at all levels of the organisation • Mayor, Councillors, Council and Council committees

Your responsibilities

What you'll do	How you'll do it
Operational Delivery	• To carry out the care of animals in the Animal Control Centre in accordance with: a) The Dog Control Act 1996 and regulations made pursuant to the Act b) The Impounding Act 1955 and regulations made pursuant to the Act c) The Porirua City Council General and Dog bylaws d) The Animal Welfare Act 1999 • Undertake animal feeding and pound cleaning duties at the Dog Pound facility • To systematically clean the pound following clearly defined procedures ensuring the pound is a clean and healthy space for the dogs

	• Open and close the pound facility safely following procedure guidelines and to ensure the kennel is secure • Provide backup assistance (as required) for Animal Control Officers at the Dog Pound facility including euthanasia procedure.
Relationship Management	• Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive
Corporate Responsibilities	• Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Manage own personal health and safety and takes appropriate action to deal with workplace hazards, accidents and incidents • Comply with all legislative requirements • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event

Your skills, experience and qualifications

It's essential that you have:	• Proven ability and confidence to quickly assess a situation and make sound decisions as to what actions are required • The ability to work successfully both in a team environment or without supervision • Sound time management and organisation skills with an organised and methodical approach to tasks • Effective verbal and written communication skills • Practicable experience and confidence in handling dogs (able to read a dog's body language), with an understanding of animal welfare. • The physical ability to carry out all tasks required • Understanding and commitment to health and safety in the workplace • Understanding and commitment to diverse workplaces • Understanding and commitment to the Treaty of Waitangi and bicultural issues
It'd be great if you also have:	• Experience/knowledge of animal welfare and disease transmission • Previous recent history as a dog handler or carer

Last updated August 2026



Porirua City Council supports an inclusive and welcoming environment and is a member of Te Uru Tāngata, Centre for Workplace Inclusion.