



Collection & Maintenance Keeper

Grade: 4

Directorate: Centre Operations

Location: Washington

Reporting to: Senior Collection Keeper

Main function of post: To assist the WWT Washington Senior Collection Keeper in the delivery of team objectives and general animal care duties as directed. To comply with the highest standards of welfare in accordance with zoo licensing regulations, WWT policies and procedures.

To take on ownership of the infrastructure/maintenance areas of the collection team workplan. To support the implementation of WWT Washington's collection and visitor engagement plans.

Supervisory responsibilities: Volunteers and work placements

Hours worked: 37.5 hours per week to be worked on a rota basis to include weekends, bank holidays and occasional evening work.

Working pattern: 5 days from 7 to include weekends and bank holidays

Main duties of the post

1. Assist the Senior Collection Keeper to ensure animal husbandry and welfare meets the highest standards at all times, in accordance with the Secretary of State's Standards for Modern Zoo Practice, ensuring zoo licence inspection standards are met and that recommendations from regular WWT Vet and Living Collection Manager inspections are implemented.
2. Assist the Senior Collection Keeper in caring for the birds and animals in our collection to ensure excellent standards of welfare including feeds, daily health checks, health care, maintaining cleanliness/biosecurity standards and breeding management.
3. Assist the Senior Collection Keeper to ensure the captive animals are presented in an educational and engaging way in accordance with the requirements of the Centre's zoo licence and visitor engagement plan.
4. Assist the Senior Collection Keeper in maintaining pens to agreed welfare and presentation standards throughout the year, including fence integrity, vegetation management, pond management and filter management.

5. To lead the department in creating/maintaining infrastructure including fence lines, water pumps, paths, animal housing and equipment.
6. Assist the Senior Collection Keeper with accurate record-keeping with regard to the living collection through daily and weekly records including recording to ZIMs.
7. Ensure effective pest and predator control measures are in place at all times according to pest management plan.
8. Assist the Senior Collection Keeper in supervising and developing a highly motivated and enthusiastic team of volunteers.
9. Participate enthusiastically in events, daily talks and other engagement activities to ensure an excellent experience for visitors.
10. Ensure best practice health and safety at work systems are followed at all times and play an active role in a positive health and safety culture among the living collection team and with peers, to include biosecurity.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Date raised: March 2014

Amended: August 2018

Person Specification

1. Qualifications

Essential:

- Educated to GCSE level (or equivalent) including grades A-C in Maths and English
- Full current driving licence

Desirable:

- Qualification in Animal Management
- Certificates in the safe use of pesticides and herbicides
- Certificates in the safe use of strimmers/ brush cutters

2. Experience

Essential:

- Previous relevant experience in a similar role, preferably within a visitor attraction
- Sound working knowledge of zoo animal management (including breeding and rearing of birds)
- A natural empathy with birds and mammals
- Experience in using a range of maintenance and horticulture management techniques and tools
- Experience with public speaking/walks/talks
- Experience of record keeping in accordance with zoo Licensing regulations

Desirable:

- Experience in the operation of agricultural vehicles including tractors and mowers.
- Experience in use of ZIMs
- Experience with gardens, estates work or volunteering

3. Managerial & Supervisory

Essential:

- Ability to lead volunteers under direction of the Senior Collection Keeper and in accordance with company volunteer and safety management systems

Type of staff	Number managed	Number supervised
Employed Staff	0	0
Volunteers / Casual Workers	0	Up to 5
Contractors	0	0

4. Responsibility

Essential:

- Responsible for maintaining exhibit horticulture work plan
- Ability to work unsupervised and make informed decisions
- Ability to identify issues and report them to the appropriate person in a timely manner
- Ability to take responsibility for health and welfare of animals
- Responsible for the safe use of machinery in line with Health & Safety legislation/guidance

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Expenditure (exc. payroll)	£0
Cash Handling	£0
Assets (required for job, exc. buildings)	Up to £13,000 vehicles and machinery (shared use)
Visitors (per annum)	N/A

5. Creative Ability

Essential:

- Creative in finding solutions to maintenance problems through making effective use of resources
- Able to adapt to planned and unplanned changes to work procedures
- Ability to be reactive to visitor needs whilst ensuring work plan is adhered to
- Well organised and able to prioritise work routine effectively

6. Contact

Essential:

- To be able to work alongside other colleagues as part of a team, to include volunteers and other departments
- Professional and confident approach to team work and conflict resolution
- Ability to engage the general public on a daily ad hoc basis
- Ability to engage public through daily talks

Desirable:

- Experience of working with the media
-

General Notes

Whilst this post is based at WWT Washington Wetland Centre, some travel may be necessary therefore a current driving licence is essential as is willingness to travel to other WWT Wetland Centres.