



## Living Collections Supervisor - Mammals

**Grade:** 7

**Directorate:** Operations

**Location:** Slimbridge

**Reporting to:** Deputy Living Collection Manager - Presentations

**Main function of post:** To manage and maintain WWT Slimbridge mammal collection and their associated on and off show areas including but not limited to, otters, harvest mice and water voles.

**Supervisory responsibilities:** Supervising 2 members of staff and volunteers. This includes ongoing training regarding husbandry requirements within all mammal holding areas and exhibitions.

**Hours worked:** Normal working hours will be 37.5 hours a week. In addition to normal hours of work, this role is required to work those hours necessary to fulfil the requirements of the position to the satisfaction of the Trust.

**Working pattern:** This position is full time covering 5 out of 7 days and will require work during some evenings, weekends and public holidays to meet the needs of the post.

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### Main duties of the post

- In collaboration with the Living Collections Manager - Presentations and WWT Head of Living Collections, to be responsible for writing the Slimbridge mammal collection plan, sourcing and curating new mammal species and developing mammal husbandry and breeding guidelines in compliance with WWT Policies and Procedures:
  - Daily monitoring of the health of all captive animals, taking action to remedy any illness or injury
  - Maintaining a supply of appropriate medicines and nutritional supplements
  - Designing and maintaining appropriate isolation facilities for all species
  - Designing and maintaining quarantine facilities for all species including appropriate biosecurity of this area
  - Keeping up to date records of captive animal health, stocks of materials and medicines and all treatments administered
  - Record daily checks and counts of all animals as well as observing and recording behavior
- To be responsible for the exhibit management of Back from the Brink by:
  - Designing and maintaining all displays to a high standard including weeding, changes of substrate, water, plants and ensuring the on and off show areas are kept clean and tidy at all times

- Carry out regular equipment checks as well as organising replacements and fixing equipment to ensure optimal performance
  - Monitor and develop diet programs for each species as appropriate. Carry out food preparation and feeding providing the animals with a balanced diet in accordance with a prescribed diet program for each species
  - Write and deliver a balanced diet program for each species
  - Deal effectively with and record appropriately all escapes
  - Comply with WWT Finance Policies and Procedures and department financial budgets
  - Responsible for organising livestock transfers with other zoos and breeders ensuring compliance with relevant WWT Policies and Procedures
  - Write and develop husbandry guidelines for all species kept in our mammal collection
  - Keep up to date on relevant knowledge to fulfill your role.
- To be responsible for engaging visitors and guests
    - Write and deliver presentations to support WWT Slimbridge engagement objectives
    - Ensure that all signage and interpretation is clear, up to date and appropriate in accordance with WWT brand and guidelines
    - Participate in media events in liaison with marketing and education departments
  - To adhere to and ensure health and safety compliance at all times in line with current legislation and as set out in WWT Health and Safety policy and various operating procedures and protocols
  - To use all machinery and tools with proper regard to safety regulations and maintenance schedules and to provide input into risk assessments for grounds/aviculture activities
  - To support the Deputy Living Collections Manager - Presentations by providing cover for and assisting with team duties as directed
  - To assist with the induction of work placements and volunteers
  - To complete grounds security duties on a rota basis

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 line manager shown above, from time to time.

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**Date raised:** October 2018

**Amended:**

# Person Specification

## 1. Qualifications

**Essential:**

- Educated to A Level or above

**Desirable:**

- Educated to degree level: Zoology preferred

## 2. Experience

**Essential:**

- Extensive knowledge of mammals and their ex situ management
- Substantial experience in caring for mammals and aquaria coupled with a genuine belief in ex situ conservation
- Substantial experience in care, feeding, husbandry and breeding of mammals and fish and on the technical aspects of aquarium maintenance
- An enthusiasm for mammals and a desire to pass on that enthusiasm is essential
- Experience of customer relations, public speaking, education, dealing with children and creative work

**Desirable:**

- Previous experience in a zoo or visitor attraction

## 3. Managerial & Supervisory

**Essential:**

- Experience in managing the life cycle of a team member to include recruitment, appraisals and performance management including holding difficult conversations
- An ability to train, motivate and manage a team of staff and volunteers in accordance with WWT policies, procedures and standards
- An ability to explain processes effectively

Type of staff	Number managed	Number supervised
Employed Staff	2	0
Volunteers / Casual Workers	0	Up to 4
Contractors	0	0

## 4. Responsibility

### **Essential:**

- Responsible for the provision and maintenance of mammal and fish collection displays
- Responsible for the health and welfare of mammal collection in compliance with all relevant WWT policies and procedures
- Keep daily records and welfare checks adhering to our zoo license guidelines

### **Levels of Responsibility:**

Type of Responsibility	Level (£'s)
Expenditure (exc. payroll)	£12k – 15k
Cash Handling	
Assets (required for job, exc. buildings)	£50k
Visitors (per annum)	Through well-presented exhibits, contributing to maintaining / increasing our 260,000 annual visitor target

## 5. Creative Ability

### **Essential:**

- Development of husbandry guidelines and care regimes including diet programs. breeding and quarantine
- Ability to make decisions about changing enclosures and their furniture, when to alter feeding regimes etc.
- Ability to be creative in delivering presentations and spot talks to visitors and engaging all age groups
- Ability to organise own work, resolving problems that arise and have a flexible approach to new challenges
- An ability to confidently lead husbandry training and provide guidance for staff

## 6. Contact

### **Essential:**

- Excellent working relationship with WWT Living Collections Management and Veterinary Staff
- Core visitor engagement with the general public on a daily basis through customer engagement program.
- Support other departments (eg education, marketing, facilities, administration and volunteers) with centre promotion and engagement
- Specialist talks to a wide range of public, groups, schools and animal professionals
- Work with other WWT centers in the promotion and conservation of key species

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## General Notes

This is a full-time position based at WWT Slimbridge, on a rota basis of 5 days within 7 to include weekends and bank/public holidays and occasional evenings. Your actual times of work will vary according to the needs of the business and your working rota will be notified to you by your Line Manager in advance.

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