



Animal Registrar and Administrator

Grade:6

Directorate: Operations/EEL

Location: Slimbridge/HQ

Reporting to: Head of Living Collections

Main function of post: To oversee and monitor all aspects of animal record keeping, licensing and animal moves to ensure WWT remains compliant to any current legislation. To provide administrative support to the Living Collections team and provide technical support to the veterinary team.

Supervisory responsibilities: Volunteers and training centre-based staff.

Responsibilities of the post

1. Coordinate and develop WWT animal record management and reporting, both in terms of physical records and electronic data. A good understanding of the appropriate databases, ZIMS and Excel, and their application in the zoo community is required. Ensure best practice in animal husbandry, animal health and grounds maintenance as ZIMS is upgraded and enhanced.
2. To provide support and training to centre-based staff and WWT's animal health team in the use of the Zoological Information Management system (ZIMS) from Species360 and to be WWT's main point of contact with Species360.
3. Responsible for accurately compiling the Annual Inventory for all WWT centres and other necessary reports and data submissions as required.
4. Responsible for maintaining historical records and ensuring archival material is kept in a good order until it can be scanned and stored electronically or dealt with using WWT records management policy.
5. To be the WWT expert on legislative issues affecting zoological collections, animal welfare, animal transactions and wild animal pest management and liaise with relevant Governmental agencies and authorities, and also to advise WWT Head of Living Collections and directorates as required.

6. To procure and ensure compliance with all permits necessary for keeping and transporting animals in accordance with WATO, CITES regulations, UK animal welfare legislation in accordance with the EU Habitats Directive and the Wildlife and Countryside Act 1981.
7. Liaise with the Head of Living Collections to procure and be responsible for the administration of all pest licence applications and returns, as and when required, from all 3 statutory bodies governing the UK.
8. Attend Pest Management Panel meeting, oversee the inputting of pest control activities and collate an annual internal report.
9. To act as the main point of contact with BIAZA and assist centres in completion of relevant submissions to BIAZA and the relevant zoo licensing authorities.
10. As a member of WWT's Living Collections team, assist in the development and implementation of animal management policies and procedures including the development of national and centre-based collection plans, breeding plans, standard operational procedures and species husbandry manuals.
11. To attend meetings of the BIAZA Record keepers group and other seminars, meetings and training events as appropriate and agreed with the Head of Living Collections.
12. Assist with faecal parasitology tests (including direct and flotation), haematology (including white blood cell count and differential), blood biochemistry, and bacteriology tests, disseminate the information to WWT vets and record results onto ZIMS.
13. Assist vets during veterinary procedures including medical treatment, surgeries and anaesthesia; monitor patient during anaesthesia, filling out anaesthetic monitoring sheets and recording information onto ZIMS.
14. To work alongside volunteers encouraging, developing and supporting them in their work for WWT, ensuring that they have a positive volunteering experience.
15. To be responsible for working within the WWT health and safety policy and guidelines ensuring that the health, safety and wellbeing of yourself and others is an integral part of how you work.
16. To be responsible for engaging with the WWT Sustainability Statement, being aware of negative environmental impacts and incorporating sustainable ways of working within your role.

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: June 2016

Amended: November 2021

Person Specification

1. Qualifications

Essential:

- Educated to A level or equivalent in a biological discipline or related field
- Current driving licence as the ability to travel to other WWT sites is essential

2. Experience

Essential:

- Demonstrable experience in a similar position within a zoological institution providing a sound understanding of record-keeping practices and management.
- Sound knowledge of MS Office packages, especially Word, Excel and Outlook and familiarity with electronic animal record-keeping systems, preferably ZIMS.
- Good communication and organizational skills with the ability to pay attention to detail
- Knowledge of legislation related to operating zoological collections, animal welfare, animal transactions and wildlife protection.
- Experience of captive animal management.
- Experience of developing and delivering training.

3. Managerial & Supervisory

Essential:

- Ability to set requirements for data collection and monitor performance against these requirements.
- Ability to train others in specialist software and procedures

Type of staff	Number managed	Number supervised
Employed Staff	0	0
Volunteers / Casual Workers	1-2	0
Contractors	0	0

4. Responsibility

Essential:

- The post-holder will be expected to work with some degree of independent action under a general work program.

- Ability to manage and verify data to ensure the requirements of zoo licensing are met in full.
- Ability to perform with a high level of professional competence.

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Expenditure (exc. payroll)	£0
Cash Handling	£0
Assets (required for job, exc. buildings)	£0
Visitors (per annum)	N/A

5. Creative Ability

Essential:

- Ability to devise and coordinate systems for the accurate communication, storage and transfer of data.
- Ability to develop and implement training in accurate record-keeping and the use of ZIMS
- Ability to provide written reports and updates for internal and external use including for supporter development purposes.

6. Contact

Essential:

- Excellent written and spoken communication skills at all levels.
- Ability to liaise with external agencies and organizations such as BIAZA, ISIS, NE & APHA
- Communicate clearly and concise with zoological institutions and internal parties to ensure the smooth translocation of animals throughout the UK and Europe.

General Notes

This position will from time to time require work during some evenings, weekends and public holidays to meet the needs of the post.