



Living Collections Supervisor – Ectotherm

Grade: 7

Directorate: Operations

Location: Slimbridge

Reporting to: Deputy Living Collections Manager - Presentations

Main function of post: To manage and maintain the WWT Slimbridge ectotherm collection in both on and off show areas.

Supervisory responsibilities: Supervising staff and related volunteers. This includes ongoing training regarding husbandry requirements within all amphibian holding rooms and exhibits.

Main duties of the post

- To work in collaboration with the Living Collections Manager, the Deputy Living Collections Manager for Presentations, and WWT Head of Living Collections by:
 - Managing and maintaining species populations of ectotherms in line with collection plan, and developing and maintain relevant best practice guidelines in compliance with WWT Policies and Procedures.
 - Daily monitoring of the health and welfare of all captive animals within the sections with the WWT veterinary team. Carrying out regular welfare assessments and quality of life assessments where appropriate.
 - Ensuring the daily husbandry in exhibits is maintained to a high standard.
 - Delivering a balanced diet for each species, and monitoring and updating as required. Ordering relevant foodstock and maintain stock levels as required. Management of livefood for the living collection department.
 - Keeping up to date records of captive animal and their health, including using ZIMS.
 - Assisting with livestock transfers with other collections.
 - Assisting them where required in writing the Slimbridge living collection plan
 - Carrying out regular equipment checks and maintaining a stock of replacements/fixing equipment to ensure optimal performance
 - Keeping up to date on relevant knowledge to fulfill the role
- To provide leadership to all staff and volunteers within the team enabling every team member's contribution to be maximised by ensuring that the appropriate levels of direction and support are

provided through professional line management in line with WWT's people frameworks.

- To be responsible for engaging visitors and guests by:
 - Delivering and reviewing engaging presentations to support WWT Slimbridge engagement objectives.
 - Ensuring that all signage and interpretation is clear, up to date and appropriate in accordance with WWT brand and guidelines
 - Participating 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, plus various standard operating procedures and protocols
- Follow pest management policies and carry out task as needed.
- To support the Deputy Living Collections Manager of Presentations by providing cover for and assisting with team duties as directed
- Ensuring strict biosecurity measures are maintained across the site.
- Supervising and running data collection for research to improve living collection.
- To ensure that the team engage and interact with our visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.

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.

Date raised: October 2018

Amended: February 2022

Person Specification

1. Qualifications

Essential:

- Educated to degree level (preferably in a zoology related subject)

2. Experience

Essential:

- Extensive knowledge of amphibians and their ex-situ management, including care, feeding, husbandry and breeding of amphibians and fish, and in the technical aspects of aquarium and vivarium maintenance
- Experience of customer relations, public speaking, education, dealing with children, and creative work
- Knowledge of ZIMS systems

Desirable:

- Previous experience in a zoo or visitor attraction
- Experience with reptiles and invertebrates.

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 and thoroughly
- Excellent reporting and communication skills

Type of staff	Number managed	Number supervised
Employed Staff	0	Up to 2
Volunteers / Casual Workers	0	Up to 5
Contractors	0	0

4. Responsibility

Essential:

- Responsible for the provision and maintenance of ectotherm exhibits and holding areas.
- Responsible for the health and welfare of the ectotherm collection and section, in compliance with all relevant WWT policies and procedures
- Keep daily records and welfare checks, in adherence with our zoo licensing guidelines
- In conjunction with Living Collections Management, assist with updating relevant standard operating procedures, protocols and risk assessments.

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Expenditure (exc. payroll)	£12k – £15k
Cash Handling	£250
Assets (required for job, exc. buildings)	£50k
Visitors (per annum)	Contribute to maintaining or increasing our annual visitor target, through well-presented exhibits and engaging and educational talks

5. Creative Ability

Essential:

- Development of husbandry guidelines and care regimes including diet programs, breeding and quarantining
- Ability to make decisions, such as changing enclosures and altering feeding regimes
- Ability to be creative in delivering engaging presentations and spot talks to all age groups
- Ability to organise own work, resolve arising problems, and have a flexible approach to new challenges
- An ability to confidently lead husbandry training with animals and provide guidance for staff

6. Contact

Essential:

- Excellent working relationship with WWT Living Collections Management, Veterinary Staff and Registrar
- Core visitor engagement with the general public on a daily basis through customer engagement program

- Support other departments (such as Education, Marketing and Facilities) with centre promotion, maintenance and engagement
 - Specialist talks to a wide range of visitors, groups, schools and animal professionals
 - Work with other WWT centres in the promotion and conservation of key species as required
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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 you will be notified of your working rota by your Line Manager in advance.

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