

---

### Senior keeper

**Directorate:** Operations

**Centre:** WWT Arundel Wetland Centre

**Reporting to:** Collections Manager

**Grade:** 6

**Main functions of post:** To assist Arundel WWT Collection Manager in the delivery of team objectives and general avicultural duties as directed. To comply with the highest standards of welfare in accordance with zoo licensing regulations, WWT policies and procedures. To support the implementation of Arundel WWT's collection plan.

**Supervisory Responsibilities:** Staff, volunteers, contractors, consultants, work experience placements and trainees.

**Hours worked:** 37.5 hours

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

---

### Main duties of post:

1. To assist Arundel Wetland Centre in complying with the zoo licensing act 1981 by ensuring that all animal husbandry and animal health care practices are in keeping with the UK Government's Modern Standards for Zoo Practice. Specifically:
  - To ensure that the five provisions for animal care are met:
    1. Provision of food and water
    2. Provision of a suitable environment
    3. Provision of animal health care
    4. Provision of opportunity to express most normal behaviour
    5. Provision of protection from fear and distress
  - To assist with animal transportation to and from Arundel Wetland Centre.
  - To share responsibility for preventing animal escapes.
  - To assist with the implementation of pest species control procedures.
  - To assist with the compilation of the annual stock lists (7-column list).
  - To assist with ensuring that animals are individually marked.
  - To assist with maintaining up-to-date records on animal stock.
2. To ensure best practice rules and guidelines set out in WWT's Avicultural Manual series at Arundel Wetland Centre including animal transportation to and from Arundel Wetland Centre

3. To support the development and implementation of Arundel Wetland Centre's Animal Collection Plan, maintaining animal populations in enclosures designated by the plan, assisting with the design and management of enclosures (water, land, vegetation and boundary features) for the benefit of the animals and for the viewing public.
4. During the breeding season, to assist the Collections Manager with maintaining high standards of good practice. To include usage and understanding of incubators. Hand rearing to include excellent observational skills, patience and potentially longer hours at this time.
5. To assist the Collections manager with office administration, to include; ZIMS records, H&S documentation (including COSHH), day records, using the purchase order system, planning works, annual budgets and projects.
6. To assist with ensuring that animals are individually marked.
7. To assist with the prevention of animal escapes and to work with the reserves team to implement predator and pest control in captive areas, in accordance with legal and WWT guidelines and to assist with checking and maintaining all electric fences.
8. To assist with ordering, taking delivery and ensuring the efficient use of animal foodstuffs, as according to prescribed feeding programmes and food separation guidelines.
9. To ensure the safety, welfare and enjoyment of the visiting public.
10. Zoonotics –Keeping paths and rails cleaned in line with WWT standards.
11. To assist in promoting public education and awareness in relation to the conservation of biodiversity, particularly by providing information to visitors about the species exhibited and their natural habitats in accordance with WWT Arundel objectives and WWT Engagement strategy.
12. To work with the Collection Manager to maximise every collection team members contribution to ensure delivery of personal, department and Trust objectives by giving the appropriate levels of direction and support through training, team meetings and individual discussions.
13. To operate all machinery and tools with proper regard to safety regulations and maintenance schedules and to adhere to health and safety compliance at all times and in line with current legislation and as set out in WWT Health and Safety policy and various operating procedures and protocols.
14. To be able to use basic veterinary medicines under the guidance of WWT veterinarians, as well as the local zoo vets. Assist the Collections manager with the running and up keep of the hospital, isolation room and off show areas, applying proper H&S standards at all times when using sharps.
15. To attend WWT avicultural practitioners meetings, WWT meetings and external meetings such as BIAZA.

16. To ensure personal compliance with WWT's agreed corporate identity. This to include uniform as well as printed material.

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 manager shown above, from time to time.

---

**Date raised:** 24<sup>th</sup> May 2017

# Person Specification

## 1. Qualifications

### Essential:

- National Certificate in Animal Care qualification.
- Full, current driving licence.

### Desirable:

- LANTRA Brush cutter certified.
- LANTRA Tractor certified.
- Certificate in the use of pesticides.
- Emergency First aid at work qualification.

## 2. Experience

### Essential:

- Significant experience of working within a collection of birds.
- Experience in observational skills & record keeping.
- Experience of supervising casual staff and volunteers.
- Awareness of UK legislation, statutory guidance and codes of practice for wildlife management.
- Good IT skills including MS Excel, Outlook and Word.
- Experience of working in a customer service environment.
- Relevant experience in a supervisory role.

### Desirable:

- Experience of assisting in treatment of sick and injured birds.
- Experience of incubation and rearing techniques.
- Experience of using horticultural machinery (tractors, cord trimmers, mowers, hedge cutters etc).
- Previous use of ZIMS.
- Knowledge of ex situ species conservation programmes.

## 3. Managerial & Supervisory

- Able to supervise volunteers/work experience placements on a variety of practical tasks.

Type of staff	Number managed	Number supervised
Permanent Staff	1	2
Volunteers / Casual Workers	Up to 30	Up to 30

## 4. Responsibility

### Essential:

- Ability to work independently under general work instructions.
- Ensuring high standards of animal welfare (already stipulated in the 5 provisions), zoo licence and WWT protocols.
- Apply knowledge and judgment in decision making under supervision.

### Levels of financial responsibility

Type of Responsibility	Level (£'s)
Expenditure (exc payroll)	£350
Cash Handling	£150
Assets (required for job, exc buildings)	Up to £50k
Visitors (per annum)	95,000

## 5. Creative Ability

### Essential:

- Able to adapt to changes in work procedures
- Able to organize and plan work routine
- Able to maintain and repair exhibits and other grounds infrastructure

## 6. Contact

### Essential:

- Excellent communication skills, including public speaking.
- Ability to liaise easily with other departments on a regular basis.
- Ability to engage with visitors at all levels in a positive and engaging way
- Ability to deliver visitor engagement talks

### Desirable:

- Experience of giving presentations.
- Media training/ experience.

## General Notes

Some travelling and overnight stays will be required as part of the post.

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 manager in advance.

A current driving licence is essential.