



Job Description

Post: Collection keeper

Grade: 4

Centre: Washington

Directorate: Centre Operations

Reporting to: Collection Manager

Main function of the post: To assist WWT Washington 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 and WWT Washington's collection plan.

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 Collection Manager 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 Head of Living Collections inspections are implemented.
2. Assist the Collection Manager 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 Collection Manager 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 Collection Manager in maintaining pens to include fence integrity, horticulture management and water body integrity.
5. Assist the Collection Manager with accurate record-keeping with regard to the living collection through daily and weekly records including recording to ZIMs.

6. Ensure effective pest and predator control measures are in place at all times according to pest management plan.
7. Assist the Collection Manager in supervising and developing a highly motivated and enthusiastic team of volunteers.
8. Participate enthusiastically in events, daily talks and other engagement activities to ensure an excellent experience for visitors.
9. 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 line manager, from time to time.

Date raised: Mar 2014

Date Amended: June 2017

Person Specification

1. Qualifications

Essential:

- Good basic education to GCSE standard or equivalent.
- 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 (in particular breeding and rearing of young birds)
- A natural empathy with birds and mammals
- 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:

Type of staff	Number managed or supervised
Permanent Staff	0
Volunteers/Casuals	Up to 10

4. Responsibility

Essential:

- Ability to work unsupervised and make informed decisions
- 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 financial responsibility

Type of Responsibility	Level (£'s)
Expenditure (exc payroll)	none
Cash Handling	none
Assets (required for job, exc buildings)	none
Visitors (per annum)	60,000 visitors to the centre each year

5. Creative Ability

Essential:

- Creative in finding solutions to maintenance problems through making effective use of resources
- Able to adapt to changes in work procedures
- 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
- Have good communication skills
- 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.