



Living Collections Keeper

Grade: 5

Directorate: Operations

Location: WWT Llanelli Wetland Centre

Reporting to: Living Collections Manager

Main function of post: To assist with the day to day maintenance of the grounds and in the detailed management of the living collection.

Supervisory responsibilities: Up to 10 volunteers and a seasonal warden.

Responsibilities of the post

1. To assist in the detailed management of the captive animal populations including feeding, counting, monitoring animal behavior and pest management and routinely updating animal records on the ZIMS software programme.
2. To assist Llanelli 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:
 - a. To ensure that the five provisions for animal care are met:
 - i. Provision of food and water
 - ii. Provision of a suitable environment
 - iii. Provision of animal health care
 - iv. Provision of opportunity to express most normal behaviour
 - v. Provision of protection from fear and distress
3. To assist with the maintenance of all grassed areas and clearance of rank vegetation by strimming, mowing and raking.
4. To operate machinery with proper regard to safety regulations. Use all tools safely and correctly, observe and apply Health and Safety regulations at all times.
5. To assist with clearing visitors from the grounds, checking gates and hides.
6. To assist with coppicing of willows and removal of stacking of brush.
7. To assist with planting schemes

8. To assist with maintenance of hides and other constructions using preservatives
9. To assist with Duckery duties- cleaning coops, mats, dishes etc and sweeping ponds.
10. To ensure the safety, welfare and enjoyment of the visiting public is given priority
11. To support the engagement with visitors 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 Llanelli objectives and WWT Engagement strategy.
12. To work alongside volunteers encouraging, developing and supporting them in their work for WWT, ensuring that they have a positive volunteering experience.
13. 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.
14. 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.
15. To interact with our visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.
16. To ensure that in the course of your work you adhere to the WWT Data Protection policy and standards.

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 2021

Amended: June 2021

Person Specification

1. Qualifications

Essential:

- Good basic education to GCSE (A-C including English and Maths) standard or equivalent
- Full current driving license

Desirable:

- Certificate in the safe use of brushcutter
- Certificate in the safe use of pesticides/herbicides
- Qualification in Horticulture
- Qualification in Animal Management

2. Experience

Essential:

- Experience of working in a similar role/environment
- Experience of operating machinery in line with health & safety legislation
- Experience of working in a visitor service environment
- Good IT skills including MS Excel, Outlook and Word

Desirable:

- Experience of record keeping
- Experience of working with the public
- Experience of working with animals or wildlife
- Prior experience of using horticultural machinery such as tractors, trimmers, mowers etc.

3. Managerial & Supervisory

Essential:

- Self starter, not requiring supervision
- Ability to take responsibility for health and welfare of animals
- Allocate basic duties to volunteers and casual workers

Type of team member	Number managed (No. of direct reports)	Number supervised
Employed staff	0	0
Volunteers	0	Up to 10
Casual Workers	0	Up to 2

4. Responsibility

Essential:

- Work unsupervised for the majority of their time and be required to complete tasks, such as fence installation, strimming, cutting, and clearing vegetation to a consistently high standard.
- Ability to adhere to Health and Safety regulations to ensure the safety and welfare of colleagues and visitor's
- Ability to adhere to the animal husbandry and animal health care practices in keeping with the UK Government's Modern Standards for Zoo Practice and the zoo licensing act 1981

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Budget Responsibility	None
Income	None
Project Size (normally managed)	Small
Assets (required for job, exc. buildings)	Up to £50k
Visitors (number per annum)	70,000

5. Creative Ability

Essential:

- Able to adapt to changes in work procedures
- Able to organize and plan work routine using initiative to prioritise tasks
- Able to maintain and repair enclosures and other grounds buildings
- Ability to find and implement solutions to issues working within budget

Desirable:

- The ability to originate ideas where creativity is required

6. Contact

Essential:

- Ability to work alongside other colleagues as part of a team
- Ability to deliver talks as required and engage with visitors on a daily basis to convey key messages regarding the importance of wetlands
- Excellent communication skills both written and verbal

General Notes

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