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### Senior Living Collection Keeper

**Grade:** 6

**Directorate:** Operations

**Location:** WWT Llanelli Wetland Centre

**Reporting to:** Living Collections Manager

**Main function of post:** To assist with the development and maintenance of all areas of the living collection and the team at the Llanelli Wetland Centre, supporting WWT's Visitor Engagement Strategy and specific Llanelli Wetland Centre objectives. To supervise the living collection team activities to a high standard meeting the Zoo Licence Requirements as set by the Secretary of State's Standards of Modern Zoo Practice. To work closely with other departments to assist operational improvements across the site and achieve an amazing, surprising, inspiring and engaging visitor experience

**Supervisory responsibilities:** Up to 10 Volunteers and up to 2 Living Collection staff and a seasonal warden.

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### Responsibilities of the post

1. Takes full responsibility for checking and maintaining perimeter fence.
2. Takes full responsibility for daily checking of water levels in Grounds, including pumps, stanks and grids and keeping records of water abstracted.
3. Take a leading role in the detailed management of the captive animal populations including nest and egg monitoring and rearing and care of the birds in the duckery.
4. Assist with the health check and roll call for the collection birds and observation of bird behavior including catching and handling of birds.
5. Takes full responsibility for maintenance of vehicles and machinery and keeping accurate records.
6. Takes full responsibility for all fencing in Grounds.
7. Takes full responsibility for pest control in Grounds.

8. Assists with vegetation control including strimming, spraying, pruning, pollarding and hedging.
9. Assist with clearing visitors from the grounds, checking gates and buildings.
10. Assist with the collection bird census, including inputting data onto the ZIMS animal record system.
11. Deputise for Living Collections Manager in all aspects of the day to day management of the birds and physical aspects of the Grounds including security.
12. To provide leadership to all staff and volunteers within the team enabling every team member's contribution to be maximized by ensuring that the appropriate levels of direction and support are provided through professional line management in line with WWT's people frameworks.
13. To ensure the health, safety and wellbeing of everyone in your team is an integral part of how they work, creating a safe environment for staff, volunteers and visitors by implementing WWT's health and safety policies and guidelines.
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.

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.

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**Date raised:** January 2015

**Amended:** August 2021

# Person Specification

## 1. Qualifications

### **Essential:**

- Good basic education to GCSE (A-C including English and Maths)
- Full driving licence

### **Desirable:**

- Mechanical qualification
- Chainsaw certificate
- Herbicide spraying certificate
- First aid qualification

## 2. Experience

### **Essential:**

- Experience in general grounds maintenance
- Experience of working with a captive collection of wildfowl
- Practical maintenance skills
- Experience in all types of fencing

### **Desirable:**

- Knowledge of birds and plants
- Interest in conservation/environmental matters
- Dealing with the general public

## 3. Managerial & Supervisory

### **Essential:**

- Proven experience of supervising staff/volunteers

Type of team member	Number managed (No. of direct reports)	Number supervised
Employed staff	0	Up to 3

Volunteers	0	Up to 10
Casual Workers	0	0

**Desirable:**

- Knowledge of preparing risk assessments would be an advantage.

## 4. Responsibility

**Essential:**

- Work largely from their own initiative, with guidance from Living Collections Manager.
- 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.
- Responsibility for the safe maintenance of all vehicles, tractors and strimmers.
- Shared responsibility for the upkeep of grounds infrastructure and collection birds.

**Levels of Responsibility:**

Type of Responsibility	Level (£'s)
Budget Responsibility	
Income	
Project Size (normally managed)	Small/medium
Assets (required for job, exc. buildings)	Collection birds and machinery equipment
Visitors (number per annum)	70,000

## 5. Creative Ability

**Essential:**

- High ability to originate ideas and bring creative thought to bear is an essential job requirement.
- Able to adapt to changes in work procedures and problem solving.
- Able to organize and plan work routine.
- To be able to support the project management of new projects in the grounds and exhibit areas.

**Desirable:**

- To deliver talks and provide information to visitors.

## 6. Contact

### *Essential:*

- Communication is mainly with other WWT departments and centres and outside contractors.
  - Excellent communication skills both written and verbal.
  - Ability to enthuse the visiting public through engaging talks about WWT living collections and grounds
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## General Notes

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