Animal Keeper Assistant
Permanent – working 36.50 hours
£15,207 - £18,376
Birmingham Wildlife Conservation Park, Pershore Road, Edgbaston, Birmingham B5 7RL

The post holder will be required to have a comprehensive knowledge of all aspects of current zoo animal management. The successful applicant must have a zoo management or equivalent animal care qualification. A thorough understanding of all aspects of modern zoo keeping practice is essential. The ability to research, update and implement on-going practises at the Wildlife Park to assure that the health, nutritional and enrichment needs of the collection continues to be met. A working understanding of ESB’s, EEP’s and TAG’s. Have a comprehensive understanding of Species 360 in particular the ZIMS record keeping system. Have experience working with a number of species and a specialization in a particular Taxa would be advantageous. The post holder will be expected to communicate with visitors on conservation issues pertaining to the collection. You will be expected to work some unsociable hours, including weekend working and bank holidays.

For informal enquiries please contact Les Basford, Manager, 464 5322 / 07920 750073

Ref No: PL0572016

Closing date: 16/01/2017

A Disclosure and Barring Service (DBS) formerly CRB check will be undertaken

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
JOB DESCRIPTION

JOB TITLE: Animal Keeper Assistant

GRADE: 2

DIVISION: Events, Sports and Parks

NO OF POSTS: 1

SECTION: Birmingham Wildlife Conservation Park

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: YES

1.0 JOB PURPOSE

To provide the highest standards of care to an extensive collection of animal species. Have an up to date understanding of all aspects of modern zoo management/practice. Have practical experience with a wide variety of animal Taxa.

1.1 To monitor and care for the animals on site

1.2 The Job holder will have particular responsibility for ensuring that the highest standards of animal welfare are routinely met in accordance with ‘Secretary of State’s Standards of Modern Zoo Practice’.

2.0 DUTIES AND RESPONSIBILITIES

2.1 The post holder will maintain accurate animal/veterinary records.

2.2 The post holder will on a daily basis, clean feed and maintain the animals to the highest animal welfare standards, and closely follow routines established.

2.3 The post holder will implement safety practices for all staff working in animal environments that could become dangerous for the person(s) involved.

2.4 To monitor the health of all livestock and advise the manager accordingly.

2.5 Be available to assist and advise all Park visitors with their enquiries.

2.6 To provide assistance to all park users in a friendly and professional manner.
2.7 To record using the model provided, all time undertaking duties

2.8 Carry out such other associated duties as may from time to time incidentally arise, develop, or be assigned.

**OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

Birmingham City Council will ensure that all existing and potential employees receive equal consideration, and is committed to the elimination of unlawful or unfair discrimination on the grounds of gender, race, disability, colour, ethnic and national origin, nationality, sexuality, marital status, responsibility for dependents, religion, trade union activity and age.

It is the intention of the City Council that its workforce, at all levels, should reflect the composition of the City's population. To achieve this, the Council will take active and positive steps to eliminate discrimination reduce the effects of past discrimination and to promote equality in employment.

**3.0 SUPERVISION RECEIVED**

3.1 SUPERVISING OFFICER JOB TITLE: Assistant Manager

JOB NO:

3.2 LEVEL OF SUPERVISION

1. Regularly supervised with work checked by supervisor.

2. Left to work within established guidelines subject to scrutiny by supervisor.
3. Plan own work to ensure the meeting of defined objectives.

4.0 **SUPERVISION GIVEN** (excludes those who are INDIRECTLY supervised i.e. through others)

<table>
<thead>
<tr>
<th>POST TITLE</th>
<th>GRADE</th>
<th>NO OF POSTS</th>
<th>LEVEL OF SUPERVISION*</th>
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<tbody>
<tr>
<td>Manager</td>
<td>5</td>
<td>1</td>
<td>3.2.2</td>
</tr>
<tr>
<td>Assistant Manager</td>
<td>4</td>
<td>1</td>
<td>3.2.1</td>
</tr>
<tr>
<td>Animal Keeper</td>
<td>3</td>
<td>2</td>
<td>3.2.3</td>
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*Use 1, 2 or 3 as in 3.2

5.0 **SPECIAL CONDITIONS**

Because of the weekend and evening use of the Park (according to Season), it will be necessary for the post holder to work irregular and flexible hours to ensure adequate supervision during evenings, weekends and Bank Holidays as necessary. Payment for this requirement is fully reflected within the salary grade for this post. The post holder will be required, at times, to use his/her own vehicle which will attract casual car user allowance.
Person Specification

Post: Animal Keeper Assistant  Grade: 2
Division: Parks, Sports & Events  Section: Birmingham Wildlife Conservation Park
Directorate: Place

Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview;

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<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tbody>
<tr>
<td>Education/Qualifications</td>
<td>Animal Management Course.</td>
<td>AF</td>
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<tr>
<td></td>
<td>Zoo Management Course</td>
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<tr>
<td>NB: Full regard must be paid to overseas qualifications.</td>
<td>Zoology Bsc</td>
<td>I</td>
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| **Experience**  
(Relevant work and other experience) | A minimum of 3 years’ experience, working in a role in a similar animal collection/animal management facility. Have practical experience working with a variety of species.  
Have a full and clear understanding of all current legislation pertaining to a modern captive animal collection.  
Understanding of conservation/biodiversity issues.  
Complete knowledge of all aspects of captive animal management. Have a competent knowledge of EEP’s, ESB’s and TAG’s.  
Have a comprehensive understanding of all ISIS computerised animal record keeping databases including ARKS, ZIMS and SPARKS. | AF I |
|---|---|---|
| **Skills & Ability**  
e.g. written communication skills, dealing with the public etc. | An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016  
The candidate should have excellent communication skills to deal effectively with public enquiries.  
Computer literate. | AF I |
<p>| <strong>Training</strong> | A commitment to personal and employee development and a positive attitude to continuing personal learning and training. | AF I |</p>
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<tr>
<th>Other</th>
<th>Expected to work unsociable hours, weekends, bank holidays in order to fulfil the demands of the service and animal collection.</th>
<th>AF</th>
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<td></td>
<td>Sensitivity and empathy to the promotion of equal opportunities.</td>
<td>I</td>
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T. = Test or Exercise; C. = Certificate; P. = Presentation.

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.