



## Job Description

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|---|---|
| <b>Job Title</b>  | Manager of Animal Collection                            |
| <b>Department</b>   | Animal Science and Conservation                         |
| <b>Reporting to:</b>  | Learning Area Manager for Animal Science & Conservation |
| <b>Main Purpose of the role</b>   |   |
| <p>Key responsibilities are to maintain a bespoke animal collection which meets all necessary curriculum requirements whilst meeting the highest possible animal health and welfare standards within an agreed budget. The postholder will manage and mentor a team of specialised animal technicians and work cohesively with them to oversee and develop all aspects of husbandry across a wide range of taxa. They will work closely with the learning area manager (LAM) and academic teaching team to facilitate and support the delivery of a range of animal-based courses.</p>  |   |
| <b>Key Tasks / responsibilities:</b>  |   |
| <ul style="list-style-type: none"> <li>• Enhance the management of specific taxa within the animal collection, to include the development of husbandry and their related policies and procedures.</li> <li>• Liaise with the LAM to plan practical animal industry experience relevant to the needs of the learner.</li> <li>• Oversee the standards of husbandry and monitor the quality of animal care, enrichment and record keeping.</li> <li>• Maintain the provision of all food, bedding and equipment required by the animals by ordering everyday stock including on a routine basis.</li> <li>• To responsibly source, research and acquire new animal species where required for effective delivery of the department's curriculum and to responsibly export and rehome animals where they become surplus to the Collection's requirements.</li> <li>• To design and source animal enclosures in line with industry guidelines.</li> <li>• Maintain all enclosures, caging and equipment relating to the animal's welfare</li> <li>• Liaise with veterinarians where required.</li> <li>• Maintain all areas of the animal housing and activities within it in line with current Health and Safety Legislation and Animal Welfare Act 2006.</li> <li>• Maintain the security and welfare of the animals, the animal housing and all related areas at all times.</li> <li>• Oversee appropriate staffing levels by arranging staff rotas and holiday requests.</li> <li>• Ensure continuous husbandry and welfare coverage for all animals in the Collection, including managing last-minute rota changes and providing shift cover when required.</li> <li>• Maintain the safety and wellbeing of the animal technician team.</li> <li>• Provide supportive team leadership, including the management and mentoring of staff.</li> <li>• Work collaboratively with the College's Preparation for Work and Life team to develop and manage a small collection of animal species in the department.</li> <li>• Maintain industry links which enhance management of the Collection and delivery of the departments courses.</li> <li>• At times the post holder may be expected to work under the rules of Lone Worker and as such will be expected to work professionally and independently whilst alone on college premises.</li> </ul> <p>The above list is not exhaustive. The responsibilities and duties may vary from time to time without changing the character of the post. The post holder will be expected to adopt a flexible approach to ensure the efficient and effective running of the Animal Centre and the learning programmes.</p> |   |

| <b>Role Dimensions</b>   |
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| <ul style="list-style-type: none"> <li>• Line management of up to three permanent staff.</li> <li>• Facilitate and ensure the supervision of students, work experience learners and volunteers at all times whilst in the Animal Centre.</li> <li>• Work 5 days out of 7 on a pre-determined rota set by the Animal Collection Manager themselves. The role requires flexibility to work outside normal college hours, including weekends and bank holidays, and to accommodate changes for sickness cover to ensure continuous animal husbandry and welfare.</li> </ul>   |
| <b>Key Interfaces</b>  |
| <ul style="list-style-type: none"> <li>• Head of Sector</li> <li>• Head of Department</li> <li>• Lecturers and Student support workers</li> <li>• Learners and work experience volunteers</li> </ul>   |
| <b>Supporting College Goals and Values – all roles</b>   |
| <p>In addition to the particular requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College's goals and, at all times, both internally and externally, to behave in a manner consistent with the College's mission and values.</p> <p>This means:</p> <ul style="list-style-type: none"> <li>• Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments.</li> <li>• Promoting the image of the College as one that is committed to the highest standards of delivery and service.</li> <li>• Sharing the College's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work.</li> <li>• Sharing and prioritising the effective implementation of the College's Equality and Diversity Policy.</li> <li>• Promoting and implementing best practice in Health and Safety,</li> </ul> |
| <b>Measurable Performance Standards for this role</b>  |
| <ul style="list-style-type: none"> <li>• It is expected that the post holder will respond to all reasonable requests within a reasonable timescale and complete tasks to an appropriate standard.</li> <li>• Learners success rates for practical modules will be within the college targets.</li> </ul>   |
| <b>Level of Disclosure and Barring (DBS) disclosure required</b>   |
| <p><i>Enhanced with barred check lists</i></p>   |

| Author and Date                    |  |         |  |       |  |
|------------------------------------|--|---------|--|-------|--|
| Selina Reid<br>1/7/2022            |  |         |  |       |  |
| Job Evaluation (for HR Completion) |  |         |  |       |  |
| Score                              |  | Profile |  | Level |  |

As the needs of the College change, so the above job profile, duties and location of the role within the College may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

# Person Specification

Animal Care Technician



| Criteria  | Essential | Desirable | Assessed by                |
|---|-----------|-----------|----------------------------|
| <b>Qualifications and attainments</b>   |           |           |                            |
| BSc or higher in an animal-based subject  | ✓         |           | Application form           |
| Diploma in the Management of Zoo Animals and Aquaria or an equivalent qualification   |           | ✓         | Application form           |
| Full Driving Licence  | ✓         |           | Application form           |
| Preparing to teach in the Lifelong Learning Sector Certificate  |           | ✓         | Application form           |
| Basic Health and Safety Qualifications  | ✓         |           | Application form           |
| Basic First Aid Qualification   |           | ✓         | Application form           |
| <b>Experience and knowledge</b>   |           |           |                            |
| Minimum of 5 years post qualification work within a zoo type setting working with a variety of different species of animal. | ✓         |           | Application form/interview |
| Experience in a similar role  |           | ✓         | Application form/interview |
| Wide ranging experience and track record of exotic animal management.   | ✓         |           | Application form/interview |
| Knowledge of animal nutrition, health and safety requirements and animal welfare legislation                                | ✓         |           | Application form/interview |
| Experience of team management and successful handling of people management issues.  | ✓         |           | Application form/Interview |
| Understanding of best practice and relevant legislation.  | ✓         |           | Application form/interview |

| Criteria  | Essential | Desirable | Assessed by                 |
|---|-----------|-----------|-----------------------------|
| <b>Skills and abilities</b>   |           |           |                             |
| Minimum Level 2 in Literacy ,Numeracy and IT Skills   | ✓         |           | Application from            |
| <b>Essential College attributes</b>   |           |           |                             |
| <b>Initiative:</b> Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way. | ✓         |           | Application form/ interview |
| <b>Influencing skills:</b> The ability to persuade others.  | ✓         |           | Application form/ interview |
| <b>Interpersonal Skills:</b> The ability to communicate and interact with other people in a way that promotes cooperative relationships.  | ✓         |           | Application form/ interview |
| <b>Teamwork:</b> The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.   | ✓         |           | Application form/ interview |
| <b>Circumstances of role (if applicable)</b>  |           |           |                             |
| Ability to meet particular conditions of the role e.g. unsocial hours or travelling between campuses  | ✓         |           | Application form            |