



Department of Biodiversity,  
Conservation and Attractions



# Job Description Form

## Position Details

<b>Position Title:</b> Animal Registrar	<b>Position Number:</b> ZPA3121109	<b>Level:</b> Level 3
<b>Division:</b> Zoological Parks Authority	<b>Branch:</b> Life Sciences	<b>Section:</b>
<b>Employment Agreement:</b> GOSAC / PSCA 2024	<b>Location:</b> Perth Zoo	<b>Effective Date:</b> 22 May 2026

## Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.



## Reporting Relationships

<b>Position Title</b> Director Life Sciences	<b>Level/Grade</b> Level 8	⇐	<b>Position title</b> Manager Zoology	<b>Level</b> L7
			Manager Veterinary Services	SCL4
<b>Responsible to</b>			Manager Conservation Programmes & Population Planning	SCL3
<b>This position</b>			Project Officer Animal Welfare	SCL1
			Executive Assistant DLS and Executive Officer to the Animal Ethics Committee	L3

### Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
NIL		

## About the Role

The Life Sciences Directorate aims to provide the highest possible level of husbandry and management for all animals under Perth Zoo's care, a goal supported by the creation and preservation of detailed animal records and the completion of animal transfers.

The Animal Registrar is responsible for coordinating all animal transfers for Perth Zoo, ensuring full compliance with regulatory and legislative requirements. This includes the preparation and submission of all documentation, and lodgement of Convention on International Trade in Endangered Species (CITES) permit applications. The position involves overseeing logistical planning, maintaining regular

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communication with internal and external stakeholders to guarantee the efficient and compliant movement of animals.

The role serves as custodian of Perth Zoo's animal records, ensuring the creation, maintenance and integrity of all data across record-keeping systems. The role also provides training and operational support to Zoology staff to ensure complete and accurate animal records.

*Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.*

*At Perth Zoo, we are committed to fostering a workplace culture that embodies Perth's Zoo values. Our values are aligned with DBCA and guide our performance and behaviours, ensuring compliance with the Code of Conduct, policies, procedures, and relevant legislation. By embracing these shared values, we create a professional, inclusive, and supportive workplace culture that drives us towards excellence and continuous improvement.*

## Responsibilities:

### Animal Record-Keeping

1. Maintain accurate and up to date animal records on the Zoological Information Management System (ZIMS) database from the Zoology daily report system.
2. Provide training, guidance and direction to zoo staff for animal record-keeping systems, including advising of any system changes.
3. Ensure consistency of all data entry and monitor usage of ZIMS by zoo staff to maintain the required standard of information.
4. Administer system access and manage records in accordance with policy and legislative requirements.
5. Maintain communication with Species360 to identify system changes, access third-party support, and provide input toward development and delivery of their global records management system.
6. Prepare reports on the zoo's animal inventory and related animal management matters as required.
7. Actively participate in the regional review of animal record keeping systems through membership of the Zoo Aquarium Association (ZAA) specialist advisory group Animal Records Keeping (ARKS) SAG.
8. Provide a high level of accuracy of reports for analyses to assist key stakeholders with their planning and management of animal species.
9. Liaise with external conservation agencies to maintain the accuracy of the recorded data and the transfer of information.
10. Manage animal records archiving and facilitate storage supporting digitising initiatives.

### Animal Transfers

11. Leads departmental meetings to coordinate animal-related transactions and routine administrative activities, ensuring clear oversight of correspondence, bookings, data updates, and information requests.

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12. Coordinates the acquisition and disposition of animals with Zoology stakeholders to ensure that animal dispatch and receipt occur with the maximum regard to animal well-being and appropriate transfer standards.
13. Liaises with external stakeholders to ensure animal transfers meet all government and transport agency regulatory requirements.
14. Supports the delivery of Perth Zoo Species Plan through effective coordination of animal transfers.
15. Maintain working knowledge of International Air Transport Association (IATA) travel and crate standards and regulations.

### Stakeholder Engagement and Coordination

16. Build collaborative relationships with internal teams and external partners.
17. Provide advice and support to managers and staff on animal records and transfer processes.
18. Ensure timely and accurate communication regarding animal movements and regulatory requirements.

### Positive Work Environment

19. Contributes to the promotion of a workplace culture that supports:
  - Conservation and biodiversity goals;
  - Diversity and employment development;
  - Best practice health, safety and wellbeing standards;
  - An environment free from discrimination and harassment;
  - Customer service objectives;
  - Ethical decision making.

### Other

20. Works in partnership with the Executive Officer to the Animal Ethics Committee to prepare and compile reports
21. Responds to enquiries from the general public as requested.
22. Undertakes annual stock audit for Life Sciences.
23. Provides support for other zoo activities as directed.

### Selection Criteria

**Applicants should address the following five criteria. These should be addressed in no more than three pages in total.**

1. Demonstrated experience in contemporary office software, including use of spreadsheets and a working knowledge of ZIMS.
2. Strong interpersonal, verbal and written communication skills, with a proven ability to work with varied stakeholders to achieve a diverse range of tasks.
3. Demonstrated comprehension and accurate application of zoological language, including biological, behavioural and medical terminology.
4. Knowledge of relevant international, federal and state wildlife legislation, conventions, regulations and standards.
5. Well-developed organisational skills with demonstrated ability to plan, prioritise and coordinate activities effectively, working both individually and in a team environment.

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**The following desirable criteria will be assessed as required:**


- 6. Tertiary Qualification in a relevant discipline (Desirable).
- 7. Demonstrated problem-solving and analytical skills (Desirable).
- 8. Knowledge or experience in animal species planning and of species management principles (Desirable).

**Behaviour Expectations** [Leadership Expectations](#) provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviour for this role is [Personal Leadership](#)

**Other position-related information (only relevant ones will be populated)**

<b>Position Status - Permanent</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>FTE: 1.0</b>
<b>National Police Check</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For more information refer to the department’s guidelines on <a href="#">National Police checks</a> .	
<b>Current WA Driver’s Licence or equivalent</b> (only specify yes if a driver’s licence is required for appointment to the position) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Medical Assessment</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Working with Children</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If this position works with children, refer to <a href="http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/">http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/</a>	
<b>Allowance and Special Conditions</b> <input type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input type="checkbox"/> Other (Please specify)	

**Certification**

Verified by: Recruitment and Establishment Section  
  
 Registered JDF  
 8 June 2026