

Job Description Form

1. Position Details

Position Title Supervisor Zoology			Position Number ZPA3121293
Level/Grade L5	Specified Calling Level	Agreement PSA 1992 / PSGOCSAGA 2017	Effective Date 9 May 2019
Division Zoological Parks Authority		Branch Life Science Directorate	
Section		Location Perth Zoo, South Perth	

2. Reporting Relationships

Position Title Curator Operations	Level/Grade Level 7
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Responsible to

This position



Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Senior Technical Officer Zoology	4	
Technical Officer Zoology	2	
Technical Officer Zoology	1	

3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

This position provides the day-to-day supervision and coordination of Senior Technical Officers and Technical Officers Zoology within the Life Sciences Directorate.

This position supervises a team of Technical Officers to ensure that the objectives of the section are met. The position also assists the Curators in implementing Zoo policies and procedures to maximize the welfare of animals within the Perth Zoo collection and ensure safety and wellbeing of the section staff.

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

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4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

The Life Sciences Directorate aims to provide the highest possible levels of health care, welfare, husbandry, species management and exhibit management for the animals under the Zoo's Care. This position supports these objectives through the following **outcomes**:

Animal Husbandry

1. Supervises the daily care and husbandry of the section's animals to ensure the highest animal welfare standards are maintained.
2. Assists the Curator in the development and review of section policies, procedures and husbandry manuals.
3. In the absence of the Curator, undertakes the role of Emergency Coordinator as required.
4. Conducts keeping duties as required.

Animal Health and Wellbeing

5. Liaises with the Curator and Vet Department regarding animal diets, the administration of medication, testing and monitoring the condition of animals.
6. Develops, reviews and advises on species specific animal enrichment programs.
7. Researches and advises on specific animal issues and behaviours to input to reviews as required.

Exhibit Maintenance and Design

8. Assists in exhibit and enclosure planning, development and design
9. Ensures exhibits are maintained to a high standard of presentation for animal welfare, staff safety and public viewing.
10. Leads projects and minor exhibit upgrades consistent with animal management guidelines and principles as required.

Species Management

11. Assists the Curator with planning and management of the collection.
12. Coordinates animal transactions and the movement of animals in conjunction with Curator and Veterinary Department staff and other staff.

Zoo Conservation

13. Maintains close liaison across the Zoo to maximise opportunities to promote the Zoo and its conservation work. This work includes assisting fundraising, sponsorship, events, functions and media opportunities.
14. Promotes a team culture consistent with the Zoo's values to achieve the Zoo's intent, goals and targets.
15. Actively promotes and maintains relationships with local, national and overseas parties in order to participate in regional and international conservation and management programs.

Research

16. Coordinates the progression of approved research activities for the section.

Sectional Resource Management

17. Manage the rostering of Technical Officers to meet the Zoo's 7 day a week requirements and the diverse activities of the Zoo
18. Participates in and/or leads staff recruitment and selection as required.
19. Directly assists and inputs to the development and implementation of section operational plans and budgets, and oversees special projects as requested.
20. Assists the Curator with the assessment and implementation of:
 - a. training and professional development of Technical Officers;
 - b. competency assessments; and
 - c. performance management and appraisals for nominated staff.
21. Undertakes timely resolution of staff management issues.
22. Undertakes assessments and review of staff presentations in line with procedural guidelines.
23. Assists with section purchases and procurement in accordance with delegated authority.
24. Assists with section maintenance needs through work order prioritization.

A Positive Work Environment

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

Other

26. Undertakes other duties as directed.

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5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply.

All criteria are essential unless specified otherwise.

Applicants should address the following four criteria in a written application. These should be addressed in no more than three pages in total.

1. Certificate III in Zoo Keeping or Captive Animal Management or an equivalent qualification.
2. Extensive experience in animal husbandry and in working in a zoo or similar environment.
3. Strong interpersonal and communication skills with a proven ability to effectively lead and mentor staff.
4. Demonstrated successful experience in project coordination, management projects and project teams.

The following criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:

5. Good computer skills in contemporary office software, including use of spreadsheets and a working knowledge of database management relevant to animal record keeping.
6. Knowledge and experience in animal collection planning and of species management principles.
7. Understanding of occupational, health and safety, and equity and diversity principles and practices.
8. Experience in the coordination and/or undertaking of research projects. **(Desirable)**
9. Experience as a Regional Studbook Keeper or Species Coordinator **(Desirable)**
10. Knowledge and commitment to conservation consistent with the role of Zoos. **(Desirable)**

Values

In all of our work we will act with the highest *Integrity* and be *Open, Accountable, Creative, Responsive, Innovative, Outcome-focused* and *Collaborative*. For the purposes of this recruitment process, behaviour that reflects the values indicated below (as **Essential** and/or **Desirable**) are included as selection criteria for this position.

Desirable:

Open, Accountable, Creative, Responsive, Innovative, Outcome-focused, Collaborative, Integrity.

Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.

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6. Other

Position Status Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Full Time Equivalent (FTE) Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week i.e. 60% of full time hours.	1		
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.			
Working With Children Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to https://workingwithchildren.wa.gov.au/about/categories-of-child-related-work for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a National Police Certificate . For more information refer to the department's guidelines on National Police checks .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

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7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Executive Director
Signature: 	Signature: 
Date: 8/5/19	Date: 8/5/19