



# Job Description Form

## 1. Position Details

<b>Position Title</b> Director Life Sciences			<b>Position Number</b> ZPA3121101
<b>Level/Grade</b> Level 8	<b>Specified Calling Level</b> Not Applicable	<b>Agreement</b> PSA 1992/PSCA 2019	<b>Effective Date</b> 21 November 2019
<b>Division</b> Life Sciences		<b>Branch</b>	
<b>Section</b>		<b>Location</b> Perth Zoo, South Perth	

## 2. Reporting Relationships

<b>Position Title</b> Director General, DBCA	<b>Level/Grade</b> Band 2
---	------------------------------



Responsible to

<b>Position Title</b> Executive Director, ZPA	<b>Level/Grade</b> Class 1
--	-------------------------------



Responsible to

<b>This position</b>
----------------------



Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Research Assistant	L3	
Curator Collections	SCL3	
Senior Veterinarian	SCL3	
Research Assistant	L2	
Executive Assistant	L3	
	L7	
Curator Operations	L3	
Animal Records Officer		



Other offices reporting directly to this office

Position title	Level/Grade
Director Infrastructure Services	8
Director Community Engagement	8
Manager People and Business Services	7
Chief Finance Officer	7
Manager Media and Communications	7
Executive Assistant	4

## 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:

Provides direction, leadership and management of the conservation, animal husbandry and administration of the Life Sciences program. Participates as a member of the Corporate Executive.
---

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

<b>Position Title</b> Director Life Sciences			
<b>Position No.</b> ZPA3121101	<b>Level/Grade</b> Level 8	<b>Specified Calling Level</b> Not Applicable	<b>Effective Date</b> 21 November 2019

## 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 (%).

### EXECUTIVE AND CORPORATE COHESION AND EFFECTIVENESS

1. As a member of the Corporate Executive, actively contributes to the Perth Zoo's corporate management, strategic planning and to the Zoo's continual improvement.
2. Provides reports to the Executive Director, Corporate Executive and Zoological Parks Authority on issues affecting the program.
3. Actively contributes and ensures the successful co-ordination of Life Science components in whole of Zoo priority programs, such as education experiences; corporate events; concerts; and Behind the Scenes tours.
4. Represents the Zoo at committees, functions, seminars, conferences and meetings as required.

### PROGRAM MANAGEMENT

5. Regularly monitors, reviews and reports on the effectiveness of programs across the Life Sciences Directorate.
6. Leads, manages and develops Life Sciences program activities and oversee staff performance planning to build Perth Zoo's capacity.
7. Leads and builds effective and efficient teams through communication, consultation and the creation of a positive work environment.
8. Manages the financial, administration, planning and management of program budgets and resources, to set agency standards and to meet compliance requirements.
9. Drafts responses to Ministerial correspondence; develops Board papers on matters affecting the Directorate; drafts responses to Parliamentary questions; and to queries from other stakeholders as necessary.

### CONSERVATION ACHIEVEMENT

10. In association with Executive colleagues and other stakeholders, formulates and coordinates the Zoo's contribution to local, regional and global conservation programs.
11. Continually reviews programs to ensure that the Zoo's conservation programs reflect current conservation and research priorities, locally and globally.
12. Develops effective relationships with conservation groups and other relevant organisations in order to build the effectiveness of Zoo conservation achievement.
13. Regularly reviews and reports on the Zoo's conservation achievement, through reports to staff, Executive and the Authority Board.

### ANIMAL HUSBANDRY STANDARDS

14. Oversees and ensures excellence in animal management standards, including the development and review of Standard Operating Procedures (SOPs); collection display and exhibitory, animal records systems, transactions and the development and advice on implementation of related interpretive programs.
15. Works cooperatively across the Australasian region and globally on species management issues and on the coordination, development and review of species husbandry guidelines.
16. Regularly reviews, reports and ensures the Zoo's compliance to accreditation standards and related processes, as they relate to the Life Sciences Directorate.
17. Reviews, reports and ensures compliance to animal welfare legislation at the local, regional and globally, as they relate to the Life Sciences Directorate.
18. Undertakes other duties as directed.

<b>Position Title</b> Director Life Sciences			
<b>Position No.</b> ZPA3121101	<b>Level/Grade</b> Level 8	<b>Specified Calling Level</b> Not Applicable	<b>Effective Date</b> 21 November 2019

## 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 three criteria. These should be addressed in no more than three pages in total.**

1. Substantial knowledge, understanding and experience of captive animal management and wildlife conservation (supported by appropriate qualifications in and experience with Captive Animals).
2. Demonstrated leadership skills which build organisational capacity, agency responsiveness and delivers outcomes.
3. Successful demonstrated experience in management including budgeting, staff and performance management.

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

4. Highly developed conceptual and planning skills, including high level communication, written and verbal.
5. Interpersonal and negotiation skills and a proven capacity to build partnerships and professional networks.
6. Project management skills and experience in the oversight of the design, construction and maintenance of zoo exhibits.
7. Knowledge of and commitment to conservation consistent with the role of Zoos.
8. Experience and demonstrated knowledge of species management and animal collection planning.
9. Demonstrated understanding of occupational, health and safety, and equity and diversity principles and practices.

### 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.**

<b>Position Title</b> Director Life Sciences			
<b>Position No.</b> ZPA3121101	<b>Level/Grade</b> Level 8	<b>Specified Calling Level</b> Not Applicable	<b>Effective Date</b> 21 November 2019

## 6. Other

<b>Position Status</b> Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Full Time Equivalent (FTE)</b> 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		
<b>Allowances and Special Conditions</b> 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:	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.			
<b>Working With Children</b> Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to <a href="https://workingwithchildren.wa.gov.au/about/categories-of-child-related-work">https://workingwithchildren.wa.gov.au/about/categories-of-child-related-work</a> 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		
<b>National Police Check</b> Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a <a href="#">National Police Certificate</a> . For more information refer to the department's guidelines on <a href="#">National Police checks</a> .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

<b>PEOPLE SERVICES BRANCH USE ONLY</b> ANZSCO Code	111211
---	--------

## 7. Certification

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

Branch/Division Head	Director General
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>