


# Job Description Form

## 1. Position Details

|  |                                |   |                                       |
|--|--------------------------------|---|---------------------------------------|
| <b>Position Title</b><br>Technical Officer Zoology |                                |   | <b>Position Number</b><br>PA2007TO    |
| <b>Level/Grade</b><br>L1                           | <b>Specified Calling Level</b> | <b>Agreement</b><br>PSA 1992 / PSCA 2019  | <b>Effective Date</b><br>29 June 2020 |
| <b>Division</b><br>Zoological Parks Authority      |                                | <b>Branch</b><br>Life Science Directorate |                                       |
| <b>Section</b><br>Various                          |                                | <b>Location</b><br>Perth Zoo, South Perth |                                       |

## 2. Reporting Relationships

|  |                               |   |  |                               |                            |         |
|--|-------------------------------|---|--|-------------------------------|----------------------------|---------|
| <b>Position Title</b><br>Curator Operations                        | <b>Level/Grade</b><br>Level 7 |   |  |                               |                            |         |
| <p>↑</p> <p><b>Responsible to</b></p>                              |                               |   |  |                               |                            |         |
| <b>Position Title</b><br>Supervisor, Zoology                       | <b>Level/Grade</b><br>Level 5 | <p><b>Other offices reporting directly to this office</b></p> <table border="1"> <tr> <td><b>Position title</b><br/>Senior Technical Officer, Zoology</td> <td><b>Level/Grade</b><br/>Level 4</td> </tr> <tr> <td>Technical Officer, Zoology</td> <td>Level 2</td> </tr> </table> | <b>Position title</b><br>Senior Technical Officer, Zoology | <b>Level/Grade</b><br>Level 4 | Technical Officer, Zoology | Level 2 |
| <b>Position title</b><br>Senior Technical Officer, Zoology         | <b>Level/Grade</b><br>Level 4 |   |  |                               |                            |         |
| Technical Officer, Zoology   | Level 2                       |   |  |                               |                            |         |
| <p>↑</p> <p><b>Responsible to</b></p>                              |                               |   |  |                               |                            |         |
| <p>↑</p> <p><b>This position</b></p>                               |                               |   |  |                               |                            |         |
| <p>↑</p> <p><b>Officers under <i>direct</i> responsibility</b></p> |                               |   |  |                               |                            |         |
| <b>Position Title</b><br>NIL                                       | <b>Level/Grade</b>            | <b>Approx. no. FTEs supervised</b>  |  |                               |                            |         |

## 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:

Under direct supervision this position provides general care, husbandry and health monitoring to a range of taxa in the Perth Zoo collection.

The role of this position is to work predominantly under direct supervision as an effective member of the section team providing the highest level of basic care, husbandry and health monitoring of a limited range of section taxa in the Perth Zoo collection. Proficiency and competencies are measured against the Zoo's Standard Operating Procedures (SOPs). Training will occur as operationally required.

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 positions supports these objective through the following **outcomes**:

### Animal Husbandry

1. Provides general care and monitors the health of the animals, and reports any husbandry issues to the Senior Technical Officers Zoology and Supervisor.
2. Food preparation in accordance with established diets, feeding schedules and procedures, including Standart Operating Procedures (SOPs)
3. Ensures that the enclosures are clean and safe and assists in refurbishing of the enclosures
4. Provides animals with behavioral enrichment as directed.
5. Assists in the development and implementation of programs for behavioral conditioning including handling of animals.

### Animal Health and Wellbeing

6. Administers medication and monitors the condition of the animals, under the supervision by the section Senior Technical Officer Zoology, Supervisor and Veterinary staff.
7. Develops skills to undertake operant-conditioning tasks according to established Zoo policies and procedures, where required.
8. Reports accurately using established Zoo record keeping procedures.

### Exhibit Maintenance and Design

9. Maintains enclosures to the highest standard of presentation for animal welfare, staff safety and public viewing.

### Species Management

10. Demonstrates understanding of and supports the objectives of management plans for species within a round/section..

### Zoo Conservation

11. Delivers talks, formal presentations, talks to schools and community groups, media presentations and behind the scenes tours consistent with Perth Zoo's intent to inspire visitors to take action to conserve wildlife and build understanding and respect for wildlife.
12. Develops an understanding of the Perth Zoo conservation partnerships to incorporate into public communication.
13. Contributes to approved in-situ activities for the section such as data collection, pre-release animal conditioning, fieldwork as required.

### Research

14. Contributes to approved research activities for the section such as data and sample collection as required.

### Sectional Resource Management

15. Assists in training of Zoology staff and monitoring work experience students / Interns according to Zoo policy and SOPs

as required.

16. Follows the Zoo's procurement policies for goods required for the section.

**A Positive Work Environment**

17. 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**

18. 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. These should be addressed in no more than three pages in total.

1. Good knowledge of animals, their biology and ecological threats.
2. Some experience in the husbandry and management of animals in an environment relevant to this role.
3. Ability to express ideas and information effectively, verbally and in writing, including public speaking and the observation of and reporting on animal behavior.
4. Good interpersonal skills with an ability to work effectively, individually and in a team environment.

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

5. An understanding of occupational, health and safety, and equity and diversity principles and practices. **(Essential)**
6. Progress toward Certificate III in Zookeeping or Captive Animal Management or a relevant tertiary qualification and/or relevant zoo keeping experience. **(Desirable)**
7. Knowledge of 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

|   |   |   |  |
|---|---|---|--|
| <b>Position Status</b><br>Does the position form part of the permanent structure?   | CASUAL  |   |  |
| <b>Full Time Equivalent (FTE)</b><br>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.   | VARIOUS   |   |  |
| <b>Allowances and Special Conditions</b><br>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 checked="" type="checkbox"/> Other - Please specify below:<br>Pre Medical Check and Zoonosis Vax |  |
| <b>Specialised Equipment Operated</b><br>Specify type of equipment e.g. 4WD.  |   |   |  |
| <b>Working With Children</b><br>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><br>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><br>ANZSCO Code | 361114 |
|---|--------|

## 7. Certification

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

| Branch/Division Head | Executive Director |
|----------------------|--------------------|
| Signature:           | Signature:         |
| Date:                | Date:              |