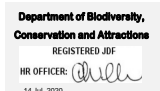


# Job Description Form

## 1. Position Details

<b>Position Title</b> Technical Officer Zoology			<b>Position Number</b> PA2007TO
<b>Level/Grade</b> L2	<b>Specified Calling Level</b>	<b>Agreement</b> PSA 1992 / PSCA 2019	<b>Effective Date</b> 19 June 2020
<b>Division</b> Zoological Parks Authority		<b>Branch</b> Life Science Directorate	
<b>Section</b> Various		<b>Location</b> Perth Zoo, South Perth	

## 2. Reporting Relationships

<b>Position Title</b> Curator Operations	<b>Level/Grade</b> Level 7	 <p>Department of Biodiversity, Conservation and Attractions REGISTERED JDF HR OFFICER: <i>Will</i> 14 Jul 2020</p>				
↑ <b>Responsible to</b>						
<b>Position Title</b> Supervisor, Zoology	<b>Level/Grade</b> Level 5					
↑ <b>Responsible to</b>		<p><b>Other offices reporting directly to this office</b></p> <table border="1"> <tr> <td><b>Position title</b> Senior Technical Officer, Zoology</td> <td><b>Level/Grade</b> L4</td> </tr> <tr> <td>Technical Officer, Zoology</td> <td>L1/ L2</td> </tr> </table>	<b>Position title</b> Senior Technical Officer, Zoology	<b>Level/Grade</b> L4	Technical Officer, Zoology	L1/ L2
<b>Position title</b> Senior Technical Officer, Zoology	<b>Level/Grade</b> L4					
Technical Officer, Zoology	L1/ L2					
↑ <b>This position</b>						
↑ <b>Officers under <i>direct</i> responsibility</b>						
<b>Position Title</b> 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 general 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 under general direction as an effective member of the section team providing the highest level of care, husbandry and health monitoring of a broad range of section taxa in the Perth Zoo collection. Proficiency and competencies are measured against the Zoo's Standard Operating Procedures (SOPs).

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. Provides general care and monitors the health of the animals and reports any husbandry issues to the Senior Technical Officers and Supervisor as required.
2. Provides input to the development of diets, routines, procedures, husbandry manuals and SOPs.
3. Responsible for food preparation in accordance with established diets, feeding schedules and procedures (including SOPs).
4. Contributes to the development of enclosures, ensures they are clean and safe, and assists in enclosure refurbishment.
5. Develops behavioral enrichment in consultation with senior staff.
6. Develops and delivers programs for behavioral conditioning and handling of animals in consultation with senior staff.

##### Animal Health and Wellbeing

7. Administers medication, monitors and reports on the condition of the animals, under the supervision of Section Senior Technical Officer Zoology, Supervisor and Veterinary staff.
8. Undertakes operant conditioning according to established Zoo policies and procedures, where required.
9. Reports accurately using established Zoo record keeping procedures.

##### Exhibit Maintenance and Design

10. Contributes to exhibit and enclosure planning, development and design.
11. Maintain exhibits to the highest standard of presentation for animal welfare, staff safety and public viewing.
12. Contributes to collection planning and management as required.

##### Species Management

13. Contributes to animal transactions in conjunction with Senior Technical Officers, Supervisor/Curator, and Vet Department staff, the Animal Records and Transaction Officer and the Curator Collections.
14. Maintains an ongoing working knowledge of regional species management to assist with species management recommendations, as required.
15. Delivers talks, formal presentations, talks to school 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.

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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 (**Continued**):

##### Zoo Conservation

16. Develops an understanding of the Perth Zoo conservation partnerships to incorporate into public communication.
17. Contributes to approved in-situ activities for the section such as data collection, pre-release animal conditioning, fieldwork as required.

##### Research

18. Contributes to approved research activities and helps develop research activities for the section such as data collection, sample collection, literature reviews as required.

##### Sectional Resource Management

19. Trains Zoology staff and monitors work experience students and/or Interns according to Zoo policy, routines and SOPs.
20. Undertakes a role in the development and implementation of section Operational Plans and contributes to special projects such as planned breeding or redevelopment of exhibits.
21. Follows department SOPs and the Zoo's procurement policies for goods required for the round.

##### A Positive Work Environment

22. 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

23. 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. Certificate III in Zoo Keeping or Captive Animal Management or equivalent.
2. Knowledge of animals, their biology and ecological threats.
3. Applied knowledge and experience in animal husbandry, animal observation and animal management in a zoo or similar environment.
4. Demonstrated capacity to work effectively in a team and to communicate well verbally and in writing.

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

5. Demonstrated understanding of and experience in the application of the principles of safety in the workplace.
6. Demonstrated commitment to conservation and the communication of a biodiversity ethos to the public.
7. An understanding of occupational, health and safety, and equity and diversity principles and practices.
8. Knowledge of and commitment to conservation consistent with the role of Zoos. **(Desirable)**
9. Tertiary qualification in a relevant discipline. **(Desirable)**
10. Experience in supporting or conducting research projects. **(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> Does the position form part of the permanent structure?	<b>Casual</b>		
<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.	Various		
<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 checked="" type="checkbox"/> Other – Pre-Employment Medical and Preventative Vaccination Program	
<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		

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## 7. Certification

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

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