


Job Description Form

1. Position Details

Position Title Discovery Activities Leader			Position Number PA2108DAL
Level/Grade 1.4	Specified Calling Level	Agreement PSA 1992 / PSCA 2019	Effective Date 13 May 2021
Division Visitor Experience		Branch	
Section Discovery and Learning		Location Perth Zoo, South Perth	

2. Reporting Relationships

Position Title Director Community Engagement	Level/Grade Level 8	 Registered JDF 13 May 2021 Establishment and Recruitment Officer								
↑										
Responsible to	Other offices reporting directly to this office									
Position Title Discovery And Learning Manager	Level/Grade SCL2	<table border="1"> <tr> <td>Position title</td> <td>Level/Grade</td> </tr> <tr> <td>Discovery and Learning Officer (2.2FTE)</td> <td>SCL1</td> </tr> <tr> <td>Support Officer (1FTE)</td> <td>2</td> </tr> <tr> <td>Bookings Officer (1FTE)</td> <td>1</td> </tr> </table>	Position title	Level/Grade	Discovery and Learning Officer (2.2FTE)	SCL1	Support Officer (1FTE)	2	Bookings Officer (1FTE)	1
Position title	Level/Grade									
Discovery and Learning Officer (2.2FTE)	SCL1									
Support Officer (1FTE)	2									
Bookings Officer (1FTE)	1									
↑										
Responsible to										
This position										
↑										
Officers under <i>direct</i> responsibility										
Position Title N/A	Level/Grade N/A	Approx. no. FTEs supervised NIL								

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:

The role of this position is to work as an effective member of the Discovery and Learning team, with the responsibility of facilitating a range of message-based educational and interpretive experiences to a diverse audience including overnight Zoo Camps, programs for early childhood and primary and secondary students.

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 (%).

Education Services

1. Present a range of engaging, fun and educational experiences for Zoo visitors, students and the wider community.
2. Maintain knowledge of current initiatives/approaches in conservation education.

Volunteer management

3. Provide direction to volunteer staff that assist with Discovery and Learning programs.

Reporting and evaluation

4. Maintain accurate records and reports on Discovery and Learning programs.
5. Maintain attendance records for school holiday programs.
6. Provide feedback as to how programs could be improved.

General

7. Work as a member of the Discovery and Learning team including after hours, overnight and weekends as required.
8. Maintain up-to-date knowledge of the Zoo's animal and plant collection and regularly liaise with other Zoo sections.
9. Ensure the comfort, safety and enjoyment of visitors at all times.
10. Other duties as directed.
11. Contributes to the promotion of a workplace culture that supports:
 - Diversity and employment development
 - Conservation and biodiversity goals
 - Best practice occupational safety and health standards
 - An environment free from discrimination and harassment
 - Customer service objectives
 - Ethical decision making

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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 five criteria in a written application. These should be addressed in no more than three pages in total.

1. Experience in presenting a variety of learning experiences for audiences from a range of ages in various settings relevant to the role.
2. Presentation and/or performance/drama experience and skills for engaging large group audiences.
3. Excellent communication and interpersonal skills including a sound knowledge of customer service principles.
4. Good knowledge of wildlife biology, ecology principles and conservation issues relevant to the Zoo collection or demonstrated ability and willingness to acquire this knowledge quickly.
5. Effective time management and ability to adapt quickly to a variety of situations.

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

6. Current Working with Children check or the ability to obtain one.
7. Flexibility to work weekdays, weekends and some evenings.
8. Understanding of occupational health and safety, and equity and diversity principles.
9. A relevant qualification including education/teaching, interpretation, science communication, biological or environmental science (**DESIRABLE**).
10. Animal handling experience (**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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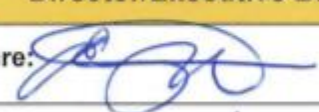
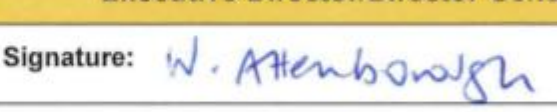
6. Other

Position Status Does the position form part of the permanent structure?	<input type="checkbox"/> Yes <input checked="" 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.	Casual, depends on bookings		
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 checked="" type="checkbox"/> Yes <input 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.

Director/ Executive Director	Executive Director/Director General
Signature: 	Signature: 
Date: 30/July/2019	Date: 1/8/19