Department of **Biodiversity, Conservation and Attractions**

Perth Zoo SAVING WILDLIFE

We're working for Western Australia.

Job Description Form

1. Position Details

Position Title			**Position Number**
Manager, Veterinary Department			ZPA3139938
Level/Grade	**Specified Calling Level**	**Agreement**	**Effective Date**
7		PSCA 2021	8 October 2021

Division	**Branch**
Perth Zoo	Life Sciences
Section	**Location**
Veterinary	South Perth

2. Reporting Relationships

Registered JDF
Personnel Services Section
21 October 2021

Position Title	**Level/Grade**
Executive Director	Class 1

⇧

Responsible to

Position Title	**Level/Grade**
Director Life Sciences	Level 8

⇧

Responsible to

This position

⇧

Officers under *direct* responsibility

Position Title	**Level/Grade**	**Approx. no. FTEs supervised**
Veterinarians	SC Level 2	3
Resident Veterinarian	N/A	1
Supervisor Veterinary Nuse	5	1
Administration Assistant	2	0.5

⇦

Other offices reporting directly to this office

Position title	**Level/Grade**
Manager Zoology	7
Manager Conservation Programmes and Population Planning	SC 3
Research Assistant	3
Animal Records Officer	3
Executive Assistant	3
Animal Behaviour and Welfare Officer	2

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 management and leadership to Perth Zoo's wildlife health program, including management of the veterinary hospital and staff, allocation of departmental budget and other resources, veterinary involvement in research and conservation programs and projects, as well as strategic oversight of undergraduate and postgraduate student training. Develops and manages relationships and partnerships within the zoo and with external parties, including within the broader DBCA aligning day to day operations with agreed strategies.

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 (%).

Clinical leadership

1. Provides overarching supervision and leadership to the provision of a wildlife health service to Perth Zoo, including management and oversight of the animal hospital, veterinary procedures, and staff.
2. Coordinates and supervises disease investigation projects.
3. Leads a program to manage and minimise zoonotic disease risk to staff and public.
4. Develops and maintains relationships and partnerships with other institutions, professional groups and individuals in order to maximise the quality of care for animals treated or managed by the department.
5. Actively promotes and maintains relationships with local, national and overseas parties, and represents the Zoo as required.

Departmental management

6. Manages and supervises training and professional development, performance, planning, conflict resolution and other personnel issues within the veterinary department.
7. Provides strategic input into the development and implementation of the operational plan, veterinary aspects of breeding programmes and species management, and animal operations as required.
8. Manages and accountable for the veterinary department budget.
9. Responsible for maintaining a safe, inclusive, and equitable workplace, where all OSH requirements and other relevant Perth Zoo policies and guidelines are adhered to.
10. Creates and promotes a team culture that values diversity and enables people to develop and work effectively together to achieve Perth Zoo's strategic and operational goals.

Research, conservation and training

11. Drives research partnerships, and manages research activities, including identifying priority research areas, as relevant to wildlife health matters.
12. Provides leadership for and manages veterinary staff involvement in the zoos on site and field conservation projects, as well as in undergraduate and postgraduate veterinary training programmes.

Other

13. 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. Demonstrated experience in leadership and management, ability to develop, mentor and support a clinical veterinary team, and highly developed written and verbal communication skills.
2. Significant demonstrated clinical experience in the provision of veterinary care for wild animals in a zoo or similar environment, including medicine, surgery, disease investigation and chemical restraint of a range of Australian and exotic species. It is expected that candidates are residency trained or accumulated experience to the level of board eligibility by the European or American College of Zoological Medicine or equivalent.
3. Significant demonstrated knowledge of animal husbandry and management practices as it relates to wild animal care in a zoo or similar environment, including breeding, nutrition, biosecurity, animal housing and enclosure design.
4. Demonstrated experience and skills in driving research and/or other collaborative partnerships.

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

5. Veterinary degree eligible for registration by the WA Veterinary Surgeons Board to practice veterinary medicine in Western Australia.
6. Board certification by the European or American College of Zoological Medicine or equivalent, or other relevant postgraduate training in wildlife health.
7. Demonstrated experience in research and/or conservation programs and projects related to Perth Zoo's objectives.
8. Demonstrated understanding of occupational health and safety, and equity and diversity principles and practices.
9. Knowledge of relevant international, Commonwealth and State wildlife regulations and standards.

Desirable criteria:

11. Training in management and/or leadership.
12. Experience in working with the media.
13. Experience in training and/or supervising undergraduate and/or postgraduate students.

Values

Our organisational values drive the way we make decisions, interact with each other, and work together to achieve results.

Our five core values — **Integrity, Collaboration, Accountability, Respect and Excellence** — represent our commitment to a professional and inclusive workplace culture we can all enjoy. For the purposes of this recruitment process, behaviour that reflects these values are included as **Essential** and/or (as a minimum) **Desirable** selection criteria for this position.

1. Behaviour that reflects **Integrity, Collaboration, Accountability, Respect and Excellence**

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?	Yes
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.	Zoo Vaccination Schedule
Pre-Employment Medical Specify if appointment is subject to a pre-employment medical.	☒ Yes ☐ No
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.	☐ Yes ☒ 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.	☒ Yes ☐ No

PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	234711

7. Certification

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

Branch/Division Head	Director General
Signature:	**Signature:**
Date: 12/10/2021	**Date:**