

Job Description Form

1. Position Details

Position Title Supervisor Zoology			Position Number DBCA3122069
Level/Grade Level 5	Specified Calling N/A	Agreement PSCA 2021	Effective Date 16 December 2021
Division Biodiversity and Conservation Science		Branch Perth Zoo Science	
Section		Location Perth Zoo, South Perth	

2. Reporting Relationships

Position Title Executive Director, Biodiversity and Conservation Science	Level/Grade Class 2
--	-------------------------------



Responsible to

Position Title Program Leader	Level/Grade SCL4
---	----------------------------



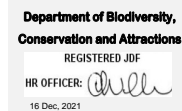
Responsible to

This position



Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Senior Technical Officer (Zoology)	Level 4	2.5
Technical Officer (Zoology)	Level 1 – 2	10.5



Other offices reporting directly to this office

Position title	Level

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:

Manages breeding of native species, assists the Program Leader in implementing policies and procedures and engages with relevant staff in Perth Zoo to maximise the welfare of animals within the breeding program. Supervises a team of Technical Officers to ensure that the objectives of the Program are met while ensuring the safety and wellbeing of staff.

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

Position Title Supervisor Zoology			
Position No. DBCA3122069	Level/Grade Level 5	Specified Calling Level N/A	Effective Date 16 December 2021

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 (%).

1. Supervises the daily care and husbandry of the section's animals to ensure appropriate standards are maintained.
2. Assists the Program Leader in the development and review of procedures and husbandry manuals relevant to native species breeding.
3. In the absence of the Program Leader undertakes the role of Emergency Coordinator, as required.
4. Conducts animal keeping duties as required.
5. Liaises with the Veterinary Department regarding animal diets, the administration of medication, testing and monitoring the condition of animals.
6. Assists in exhibit and enclosure planning, development and design,
7. Ensures exhibits are maintained to a high standard of presentation for animal welfare, staff safety and public viewing.
8. Assists the Program Leader and Curator of Collections with planning and management of the collection.
9. Coordinates animal transactions in conjunction with the Curator of Collections, Veterinary Department staff and the Records and Transaction Officer.
10. Maintains close liaison with Corporate Development and Media and Communication sections to maximise opportunities for fundraising, sponsorship and media opportunities.
11. Maintains close liaison with Discovery and Learning and Business Development sections, in relation to planning for events/functions/public relations/tourism activities.
12. Promotes a team culture that values diversity and enables people to develop and work effectively together to achieve the sections goals and targets.
13. Actively promotes and maintains relationships with local, national and overseas parties in order to participate in regional and international ex-situ and in-situ conservation and management of the species held in the breeding program.
14. Manages the rostering of Technical Officers to meet daily needs, events and function requirements.
15. Participates in the recruitment and selection activities, as required.
16. Contributes to the development and implementation of operational plans and budgets, and special projects such as enclosure renovations and hand raising.
17. Assists the Program Leader with the assessment and implementation of training and professional development, competency assessment, and performance management and appraisals of technical staff.
18. Undertakes timely resolution of staff management issues.
19. Undertakes Keeper talk assessments in line with procedural guidelines.
20. Assists the Program Leader with section purchases and procurement in accordance with delegated authority.
21. Assists the Program Leader with section maintenance needs through work order prioritisation.

Position Title Supervisor Zoology			
Position No. DBCA3122069	Level/Grade Level 5	Specified Calling Level N/A	Effective Date 16 December 2021

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. These should be addressed in no more than four pages in total.

1. Certificate III in Zoo Keeping or Captive Animal Management or equivalent.
2. Extensive experience in animal husbandry and species management in a zoo or similar environment.
3. Demonstrated ability to effectively lead and mentor a team of technical staff to achieve organisational outcomes.
4. Excellent interpersonal skills with a proven ability to effectively communicate and interact at all levels.
5. Knowledge of and adherence to the principles of equity and safety in the workplace.

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

6. Demonstrated ability to think clearly, act appropriately and coordinate the resources of a project team.
7. Good computer skills using a range of contemporary office software, including spreadsheets and a working knowledge of data base management relevant to animal record keeping.
8. Experience in the active support of conservation projects and/or the communication of a conservation and biodiversity ethos to the public.
9. Tertiary Qualification in a relevant discipline. (DESIRABLE)
10. Experience in the coordination and/or undertaking of research projects. (DESIRABLE)
11. Experience as a Regional Studbook Keeper or Species Coordinator. (DESIRABLE)
12. Knowledge of and commitment to conservation consistent with the role of Zoos. (DESIRABLE)

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, behaviours that reflect 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** (DESIRABLE).

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.

Position Title Supervisor Zoology			
Position No. DBCA3122069	Level/Grade Level 5	Specified Calling Level N/A	Effective Date 16 December 2021

6. Other

Position Status Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input 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 ie 60% of full time hours.	1		
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:	
	<input checked="" type="checkbox"/> Pre-employment Medical	<input checked="" type="checkbox"/> Preventative vaccination program	
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 http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/ 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		
COVID-19 Vaccination An approved COVID-19 vaccination is mandatory for appointment to this position (includes all RFMSD occupations)	<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		
PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	361311		

7. Certification

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

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date: