


Job Description Form

1. Position Details

Position Title Technical Officer (Zoology)		Position Number DBCA3122085	
Level/Grade Level 2	Specified Calling N/A	Agreement PSA 1992 / PSCA 2021	Effective Date 30 December 2021
Division Biodiversity and Conservation Science		Branch Perth Zoo Science	
Section		Location Perth Zoo, South Perth	

2. Reporting Relationships

Position Title Program Leader	Level/Grade SCL4	 <p>Registered JDF Establishment and Recruitment Officer 30 December 2021</p>									
<p>↑ Responsible to</p> <table border="1"> <tr> <td>Position Title Supervisor Zoology</td> <td>Level/Grade Level 5</td> </tr> <tr> <td colspan="2"> <p>↑ Responsible to</p> <p>This position</p> <p>↑ Officers under direct responsibility</p> <table border="1"> <thead> <tr> <th>Position Title</th> <th>Level/Grade</th> <th>Approx. no. FTEs supervised</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </td> </tr> </table>			Position Title Supervisor Zoology	Level/Grade Level 5	<p>↑ Responsible to</p> <p>This position</p> <p>↑ Officers under direct responsibility</p> <table border="1"> <thead> <tr> <th>Position Title</th> <th>Level/Grade</th> <th>Approx. no. FTEs supervised</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Position Title	Level/Grade	Approx. no. FTEs supervised		
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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 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 (%).

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 as directed.
6. Develops and delivers programs for behavioral conditioning and handling of animals in consultation with senior staff.
7. Administers medication and monitors the condition of the animals, under supervision by Section Senior Technical Officer Zoology, Supervisor and Veterinary staff.
8. Performs operant conditioning tasks according to established Zoo policies and procedures, where required.
9. Reports accurately using established Zoo record keeping procedures.
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.
13. Contributes to animal transactions in conjunction with Senior Technical Officers, Supervisor, Vet Department staff, the Animal Records and Transaction Officer and the Curator of Collections.
14. Maintains an ongoing working knowledge of regional species management recommendations, as required.
15. Delivers, mentors and monitors the delivery of talks, media presentations and behind the scenes tours to the public and incorporates into communication with the public as required.
16. Delivers formal presentations for learning programs, workshops and conferences, supporting events, public relations and education activities.
17. Contributes to approved in-situ activities for the section such as data collection, pre-release animal conditioning and fieldwork as required.
18. Contributes to approved research activities and helps develop research activities for the section such as data collection, sample collection and literature reviews as required.
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.
22. 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. Good knowledge of animals, their biology and ecological threats.
3. Working knowledge of and experience in animal husbandry, animal observation and animal management in a zoo or similar environment.
4. Demonstrated capacity to communicate well and to work effectively in a team.

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

5. Understanding of occupational, safety and health, equity and diversity principles and practices.
6. Demonstrated ability to plan and coordinate activities and/or projects in a zoo or similar environment.
7. Demonstrated commitment to conservation and the communication of a biodiversity ethos to the public.
8. Tertiary qualification in a relevant discipline. **(Desirable)**
9. Experience in supporting or conducting research projects. **(Desirable)**
10. Knowledge of and commitment to conservation consistent with the role of Zoos. **(Desirable)**

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.

11. 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.

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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 FTE		
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 checked="" type="checkbox"/> Other - Please specify below:	
	<input checked="" type="checkbox"/> Preventative vaccination program		
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		
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		
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		
PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	361114		

7. Certification

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

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