

Job Description Form

1. Position Details

Position Title Senior Technical Officer (Zoology)			Position Number DBCA3122070
Level/Grade Level 4	Specified Calling N/A	Agreement PSA 1992, PSCA 2021	Effective Date 5 April 2022
Division Biodiversity and Conservation Science		Branch Perth Zoo Science Program	
Section		Location Perth Zoo, South Perth	

2. Reporting Relationships

Position Title Program Leader	Level/Grade SC Level 4	Personnel Services Section Registered JDF 6 April 2022 								
Responsible to ↑										
Position Title Supervisor Zoology	Level/Grade Level 5	Other offices reporting directly to this office <table border="1"> <tr> <td>Position title</td> <td>Level</td> </tr> <tr> <td>Senior Technical Officer x 2</td> <td>Level 4</td> </tr> <tr> <td>Technical Officer (Zoology) x 6</td> <td>Level 2</td> </tr> <tr> <td>Technical Officer (Zoology) x 4</td> <td>Level 1</td> </tr> </table>	Position title	Level	Senior Technical Officer x 2	Level 4	Technical Officer (Zoology) x 6	Level 2	Technical Officer (Zoology) x 4	Level 1
Position title	Level									
Senior Technical Officer x 2	Level 4									
Technical Officer (Zoology) x 6	Level 2									
Technical Officer (Zoology) x 4	Level 1									
Responsible to ↑										
This position ↑										
Officers under direct responsibility <table border="1"> <tr> <td>Position Title Nil</td> <td>Level/Grade</td> <td>Approx. no. FTEs supervised</td> </tr> </table>			Position Title Nil	Level/Grade	Approx. no. FTEs supervised					
Position Title Nil	Level/Grade	Approx. no. FTEs supervised								

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 a senior member of the section team providing the highest level of care, husbandry and health monitoring of a broad range of taxa in the Perth Zoo collection. This work will be under general direction but often unsupervised. This position contributes to projects which may involve problem solving and a research or analytical focus. These tasks vary in scale from individual animal welfare to social group management and breeding programs, through to *ex-situ* population management at a regional or international level.

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

Position Title Senior Technical Officer (Zoology)			
Position No. DBCA3122070	Level/Grade Level 4	Specified Calling Level N/A	Effective Date 31 March 2022

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. Conducts keeping duties to a high level of competency, as defined by Perth Zoo Standard Operating Procedures (SOPs) and policies.
2. Develops diets, routines, procedures, husbandry manuals and SOPs as required.
3. Oversees the daily care and husbandry of the section's animals to ensure appropriate standards are maintained and provides daily updates to the Supervisor.
4. Assists the Supervisor in the development and review of section policies.
5. Liaises with the Supervisor and Vet Department and advises on animal diets, the administration of medication, testing and monitoring of the condition of animals.
6. Coordinates the development and maintenance of operant-conditioning regimes and husbandry of animals on the section following Supervisor consultation.
7. Provides a high level of accuracy of reports, analyses records and monitors animal health and wellbeing using established record keeping tools.
8. Takes a leading role in advising on the review, planning, development and design of exhibits and enclosures.
9. Maintains enclosures to the highest standard of presentation for animal welfare, staff safety and public viewing.
10. Supports the Supervisor with planning and management of the collection.
11. Assists with the coordination of animal transactions in conjunction with Supervisor, Veterinary Department staff, the Animal Records and Transaction Officer and the Curator of Collections.
12. Contributes to the development and achievement of regional species management recommendations. This may include a position in species management as a part of the Australasian Species Management Program.
13. Assists in the coordination and progression of approved *in-situ* conservation activities for the section as required.
14. Maintains relationships as required with local, national and international stakeholders on conservation and management of the species held in the Perth Zoo collection.
15. Actively builds community participation with Zoo conservation programs through keeper talks and in interaction with Zoo visitors.
16. Promotes and encourages a team culture that values diversity and enables people to develop and work effectively together to achieve the sections goals and targets.
17. Develops and maintains effective relationships and collaboration to ensure the successful delivery of general, school and community group talks, formal and 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.
18. As required by operational objectives, assists in the coordination and progression of approved research activities for the section.
19. Assists in the analysis of research needs for and development of research projects by the section as required.
20. In the absence of the Supervisor manages the daily running of the section as directed.
21. Trains Zoology staff and monitors work experience students and/or Interns according to Zoo policy, routines and SOPs.
22. Mentors staff in areas required for their professional development.
23. Undertakes a role in the development and implementation of section operational plans and runs special projects such as planned breeding programs or upgrades and redevelopment of small exhibits.
24. Follows department SOPs and the Zoo's procurement policies for goods required for the round and monitor quality of section purchases.
25. Assists in the rostering of Technical Officers to meet daily needs, Zoo events and functions as required.
26. Assists with the coordination of section maintenance through work order prioritisation as required.
27. Undertakes other duties as directed.

Position Title Senior Technical Officer (Zoology)			
Position No. DBCA3122070	Level/Grade Level 4	Specified Calling Level N/A	Effective Date 31 March 2022

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. Sound knowledge of animals, their biology and ecology.
3. Considerable experience in husbandry, observation and management of animals in a zoo or similar environment.
4. Demonstrated capacity to mentor staff to work effectively with internal and external stakeholders and to communicate well within a team environment.

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 the ability to apply the principles of safety in the workplace.
6. Experience in planning and coordinating activities and/or projects in a zoo or similar environment.
7. Experience in the active support of conservation and the communication of a conservation and biodiversity ethos to the public.
8. Tertiary qualification in a relevant discipline. **(Desirable)**
9. Experience in supporting or conducting research projects. **(Desirable)**
10. Experience as a Regional Studbook Keeper or Species Coordinator. **(Desirable)**
11. 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.

12. Behaviour that reflects **Integrity, Collaboration, Accountability, Respect** and **Excellence** (DESIRABLE).

Information on whether appointment to this position is subject to provision of proof of COVID-19 vaccination, a satisfactory Working With Children check or a National Police check, is included in Section 6 of this form.

Position Title Senior Technical Officer (Zoology)			
Position No. DBCA3122070	Level/Grade Level 4	Specified Calling Level N/A	Effective Date 31 March 2022

6. Other

Position Status Does the position form part of the permanent structure?	☒ Yes ☐ 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.	☐ District Allowance	☐ North West Leave	
	☐ Air Conditioning	☐ No Fixed Hours (Rangers only)	
	☐ Ranger Leave (Rangers only)	☒ Preventative vaccination program	
	☐ Pre-employment Medical	☐ 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 http://www.checkwwwc.wa.gov.au/checkwwwc/WWC+Check/ .	☐ Yes ☒ No		
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. For more information refer to the department's guidelines on National Police checks .	☒ Yes ☐ No		
COVID-19 Vaccination An approved COVID-19 vaccination is mandatory for appointment to this position (includes all RFMSD occupations)	☒ Yes ☐ No		
PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	361314		

7. Certification

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

Branch/Division Head	Director General
Signature: <i>Margaret Bye</i>	Signature:
Date: <i>6/4/22</i>	Date: