

## Job Description

<b>JOB TITLE:</b>	Team Leader (Farm & Companion)
<b>GRADE:</b>	Scale I £31,344.86 - £34,234.59 (£28,994 - £31,667 FTE)
<b>HOURS:</b>	40 hours per week (Monday-Friday + weekend rota)
<b>REPORTS TO:</b>	Animal Centre Manager
<b>CAMPUS:</b>	BCA
<b>JOB PURPOSE:</b>	The Team Lead will lead a team of staff to ensure the day-to-day safe and efficient running of the animal centre ensuring high standards of animal welfare and husbandry and an outstanding student experience.

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### Main Duties

- 1 Work with the Animal Centre Manager (ACM) to ensure the delivery of daily husbandry and welfare tasks to industry standard including, but not limited to, cleaning, feeding, record keeping (ZIMs), behavioural observations, training and enrichment.
- 2 Manage a team of staff to ensure continuity of care to the animals and a positive experience for learners through performance review processes.
- 3 Liaise with veterinarians regarding routine preventative treatments and strategies and, in the absence of the ACM, make balanced decisions regarding animal welfare. Administration of some medications and treatments will be necessary and should be applied in accordance with specific animal centre protocols.
- 4 Contribute to the development of the work experience module for learners on the animal centre, in collaboration with the curriculum team and Conservation, Education and Research Lead, to ensure practical sessions are enabling learners to develop the knowledge and skills required for industry.

- 5 Work with the ACM to drive forward the Animal Centre and contribute to managing CPD requirements for the wider centre team as well as engaging in any CPD or training required for relevant industry and college development.
- 6 Support the ACM in the organisation of whole team meetings, section meetings and monthly walkarounds.
- 7 Support the ACM with welfare policy implementation including organisation screening, vet visits, administration of medications, maintaining appropriate stock levels of medication, feed and any other essentials, including processing/placing orders.
- 8 Coordinate the implementation of monthly welfare audits across designated sections and work with the ACM to identify and implement required improvements.
- 9 Work with the ACM to ensure all equipment, tools and machinery are kept in good working order and ensure supplies, parts and consumables are safely stored and adequate stock levels are maintained
- 10 Develop and maintain a realistic, professional working environment ensuring work areas, accommodation and the surrounding environment exhibits the highest standards of cleanliness and hygiene.
- 11 Maintain good working practices, complying with and promoting college and Animal Centre policies, taking appropriate responsibility to ensure the health and safety of self and others.
- 12 Contribute to the development of the centres working procedures to ensure the College adheres to all legislative, accreditation and industry requirements.
- 13 Work with the Animal Centre team to meet the specifications required to pass inspection visits for council licence inspections, BIAZA accreditation and other professional memberships.
- 14 Work with the ACM and curriculum team to ensure that collection planning is financially efficient and effective to meet the needs of the curriculum, students, public education activities and progression of the Animal Centre.
- 15 Work with student groups undertaking practical sessions on the Animal Centre and provide instruction to enable them to successfully complete animal husbandry tasks correctly and safely.
- 16 Support public education activities and college marketing days, as necessary.
- 17 Work on section as a member of the technician team to train, supervise and provide cover in the case of absence across the whole of the animal centre, including the ACM.
- 18 Support teams in setting and completing annual research projects, as well as contributing to wider published research.

19 To undertake such duties as reasonably fall within the purview of the post.

## General Duties

1. Promote a teaching, learning and working environment that is free from discrimination, harassment and bullying, and where all students and staff feel safe to express their individuality.
2. Be responsible for safeguarding and promoting the welfare of students.
3. Maintain student morale and discipline within the college site.
4. Through CPD, ensure you keep up to date with relevant industry and academic development.
5. Conduct yourself whilst undertaking college duties within the parameters of the Group's values

## NOTE

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

## PERSON SPECIFICATION – Team Leader (Farm & Companion)

	Essential	Desirable	Source of Evidence
<b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>			
L2 English	X		AF
L2 maths	X		AF
To hold a minimum L3 recognised qualification in an area of specialism relevant to this role	X		AF
First Aid at Work qualification (or willingness to achieve within an agreed time frame)	X		AF
<b>EXPERIENCE SKILLS, KNOWLEDGE AND ABILITIES</b>			
To possess strong practical skills that can be shared with others and be able to comfortably work with a wide range of animal taxa out across Zoo, Ectotherm, Companion and Livestock sections	X		AF/IV
Previous relevant demonstrable experience in an accredited animal collection	X		AF/IV
Ability to manage a team effectively to meet personal and organisational targets/goals	X		AF/IV
Experience of liaising with external stakeholders to ensure the efficient and safe running of animal operations within an organisation	X		AF/IV
Experience of working with students and staff to support curriculum delivery		X	AF/IV
Ability to maintain various professional and work-related records	X		AF/IV
<b>PERSONAL QUALITIES</b>			
Ability to use own initiative and work effectively and conscientiously with a minimum of supervision	X		AF/IV
To consistently produce a high standard of work	X		AF/IV
Demonstrate a positive and flexible approach to work and tasks	X		AF/IV



Ability to communicate effectively both orally and in writing with a wide range of people including adults and young people	X		AF/IV
Ability to work effectively within a team and with a range of learners and staff	X		AF/IV
<b>OTHER</b>			
Ability to undertake the physical elements of the role effectively	X		AF/IV
Understanding of Health and Safety law and policies	X		AF/IV
Understanding of Child Protection Legislation and requirements		X	AF/IV
Possession of a driving licence	X		AF
Ability and willingness to work flexibly to meet the needs of the College involving evening, weekend and holiday work.	X		AF

**KEY:**

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview.

All of the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation