

### Job Description

<b>JOB TITLE:</b>	<b>Animal Centre &amp; Education Manager</b>
<b>GRADE:</b> for 37 hours)	<b>Scale L £43,153.51 to £46,416.22 (£39,917 to £42,935 FTE</b>
<b>HOURS:</b>	<b>40 per week including weekend rota and holidays</b>
<b>REPORTS TO:</b>	<b>Head of Department Animal Management &amp; Science</b>
<b>RESPONSIBLE FOR:</b>	<b>Deputy Animal &amp; Education Manager, Animal Technicians</b>
<b>CAMPUS:</b>	<b>BCA</b>
<b>JOB PURPOSE:</b>	<b>To have overall responsibility for the provision of a high quality, professional, customer and student focused Animal and Zoo/Education Centre, supporting the strategic and operational needs of the college.</b>

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### **Main Duties**

1. To have overall responsibility for the efficient and effective running of the animal centre and to implement strategies to drive the centre forwards in line with industry, including maintaining and achieving relevant licences and permits to operate in line with business need
2. Ensure the animal centre is responsive to the needs of the curriculum and the physical and personnel resources and effectively planned and designed to ensure an outstanding experience for learners
3. Effectively lead and manage a team of staff to meet strategic, operational and financial targets.

#### **1. Animal Centre**

- 1.1. Ensure the delivery of daily husbandry and welfare tasks to industry standard including across all sections of the animal centre
- 1.2. Develop the animal collection to ensure that collection planning is responsive and appropriate to meet the needs of the curriculum, students, commercial activity and progression of the animal centre, providing opportunities for high quality learning experiences for learners, whilst also being financially efficient and effective

- 1.3. Manage the legislative requirements for collection and facilities require to maintain a range of licences, permits and professional memberships and generate required reports, including but not limited to Zoo Licence, BIAZA, Balai.
  - 1.4. Work closely with the Head of Department and Assistant Principal for Land-based provision to design, implement and review a strategic plan for the Animal Centre
  - 1.5. Create, maintain and develop current and relevant protocols, risk assessments and procedures that keep in line with high standards of practice, abiding to relevant legislative requirements for both exotic and domestic species
  - 1.6. Oversee the management and maintenance of all resources on the Animal Centre, ensuring they are kept to industry standard
  - 1.7. Ensure all equipment, tools and machinery are kept in good working order and ensure supplied, parts and consumables are safely stored and that adequate stocks are maintained
  - 1.8. Ensure animal welfare exceeds industry standards, conducting regular welfare and ethical reviews and have oversight of the medical needs of the animals', ensuring medications are ordered/administered in line with centre/industry requirements
  - 1.9. Support the work of the Deputy Manager in developing and managing the BCA Zoo and Education Centre for commercial activity
  - 1.10. Build strong relationships with external stakeholders (including but not limited to schools, industry partners, education sector organisations) to drive forward the development of the animal centre and student experience
  - 1.11. To manage the preparation of budgets and ensure achievement of financial targets, maximising income for the Animal Centre
  - 1.12. Ensure the effective and efficient deployment of resources, both physical and human, through regular monitoring and review
  - 1.13. Ensure accurate record keeping across the centre to meet regulatory requirements
- 2. Education**
- 2.1. Be fully conversant with qualification requirements and specifications to ensure the centre can fully support the development of learners' skills, knowledge and behaviours
  - 2.2. Work closely with the Head of Department and Assistant Principal for Land-based provision to ensure the Centre facilitates effective delivery and assessment of the college curriculum
  - 2.3. Effectively lead and manage the Animal Centre staff to ensure that practical aspects of both the delivery and assessment of qualifications are completed to an outstanding standard whilst always maintaining animal welfare.
  - 2.4. Manage student behaviour appropriately and support the team in ensuring that the college expectations are adhered to
  - 2.5. Support the work of the Deputy Manager in developing, managing and delivering the BCA Zoo and Education Centre commercial activity strategy
- 3. Staff**
- 3.1. To oversee the effective deployment of all Animal Centre staff whether permanent, casual or other; ensuring work rotas are effective to ensure adequate coverage to always meet animal care and curriculum.

- 3.2. Implement appropriate cover arrangements during periods of staff sickness, illness, and holidays to ensure consistency of care for the animals and a consistent experience for learners.
- 3.3. Lead on the recruitment, performance management and development of all Animal Centre staff, ensure that staff are suitably qualified and trained to carry out their designated roles.
- 3.4. To communicate regularly and meaningfully with your team in order that staff can play an active role in the continued development of the animal centre including but not limited to regular team meetings, ethical reviews, collection planning meetings.
- 3.5. Manage the CPD requirements of the team to ensure staff stay up to date with relevant industry and/or academic training

#### **4. General Duties**

- 4.1. 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.
- 4.2. Ensure the Animal Centre, reception and facilities are kept clean and tidy
- 4.3. Be responsible for safeguarding and promoting the welfare of students.
- 4.4. Maintain student morale and discipline within the college site.
- 4.5. Through CPD, ensure you keep up to date with relevant industry and academic development.
- 4.6. Conduct yourself whilst undertaking college duties within the parameters of the Group's values.
- 4.7. Any other duties commensurate with the level of responsibility within the Group.

#### **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 - Animal Centre & Education Manager

	Essential	Desirable	Source of Evidence
<b>Educational &amp; Professional Qualifications</b>			
To hold a recognised qualification in an area of specialism relevant to this role- eg DMZAA	X		AF
Hold a minimum Level 4 vocational qualification in a relevant subject	X		AF
L2 in English	X		AF
L2 in Maths	X		AF
First Aid at Work qualification (or willingness to achieve within an agreed time frame)	X		AF
<b>Experience</b>			
Previous relevant demonstrable experience in an accredited animal collection and/or zoo licenced establishment	X		AF/IV
Experience of working in an educational or recognised animal institute at senior level.		X	AF/IV
Previous experience of working student young people and staff to support the delivery of educational outcomes		X	AF/IV
Previous experience in the leadership of a team	X		AF/IV
<b>Skills, Knowledge &amp; Abilities</b>			
Have a detailed understanding of various legislative and regulatory requirements pertaining to managing an animal collection, including the standards required for licences, permits and professional memberships	X		AF/IV
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
Ability to plan and deliver effective educational sessions to develop knowledge and practical skills		X	AF/IV
Good customer service and people skills	X		AF/IV
Good administrative and IT skills e.g. excel, databases, PowerPoint etc and ability to maintain various professional and work-related records required by industry	X		AF/IV

To work effectively within a team and with a range of learners, staff and external stakeholders	X		AF/IV
Ability to lead, direct and inspire others within the work environment to meet objectives	X		AF/IV
Ability to maintain a well prepared realistic and safe environment for our learners.	X		AF/IV
<b>Personal Qualities</b>			
Ability to use own initiative and work effectively and conscientiously with a minimum of supervision to meet deadlines	X		AF/IV
Thorough and conscientious approach to paperwork, systems, stock maintenance, recording and protocols.	X		AF/IV
Ability to communicate effectively, verbally and written, with a wide range of people including adults, young people and external stakeholders	X		AF/IV
<b>Other</b>			
Possession of a driving licence	X		AF
Understanding of Child Protection Legislation and requirements.		X	AF/IV
Ability to undertake the physical elements of the role effectively.	X		AF/IV
Understanding of Health and Safety law and policies.	X		AF/IV
Experience of implementing effective Health and Safety procedures and protocols (Risk Assessments and COSHH).	X		AF/IV
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