

# COLCHESTER ZOO

**Colchester Zoo is home to over 160 species and is dedicated to supporting conservation projects around the globe. As an award-winning visitor attraction with over 1 million guests visiting each year, every staff member at the zoo works together to ensure that our guests have an enjoyable and unforgettable experience.**

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**JOB TITLE:        Team Leader – Familiar Friends Section**

An exciting position has arisen for a Team Leader to join our team and contribute to our mission at Colchester Zoo in a full-time role managing our Familiar Friends department; a mixed taxa section responsible for meerkats, skunks, armadillos, wallabies, rainbow lorikeets, tortoise species, koi carp, invertebrate species, and domestic and companion animals.

**JOB SUMMARY:** The candidate will manage the Familiar Friends section driving forwards the husbandry and welfare standards of the animal species in their care. As a Team Leader, the candidate will be required to input ideas for the continual progression and development of animal husbandry, breeding management and enclosure design on the section.

The job holder will be responsible for leading the section and mentoring, motivating and managing section staff (deputy team leader, lead keepers, senior keepers, qualified keepers and apprentice keepers) and volunteers (student keepers and work experience students).

The candidate will produce safe working protocols, practices and risk assessments for working in and around the species on the section.

The job holder will deliver enclosure encounters, pop ups and experiences to zoo visitors for a range of species across the section, as well as deliver educational husbandry content to visiting college groups and social media. The candidate will also look to lead internal zoo subcommittees, where appropriate, and be willing to represent, and present, at external conferences on behalf of Colchester Zoo.

**MAIN JOB PURPOSE:**

- Drive forward the husbandry standards and welfare for a range of species
- Manage employed and voluntary members through leading an animal section
- Produce safe working practices across the animal section
- Deliver enclosure encounters and experiences to zoo visitors, educational groups and for media pieces
- Represent Colchester Zoo in external settings where required and enhance the skills and knowledge of zoo staff internally

**OTHER KEY ACTIVITIES:**

- Demonstrate commitment to continuous personal development.
- Perform other duties as reasonably directed by the Animal Management Team (Zoo Director, Curator of Living Collections, Manager of Living Collections and Head Keeper)

**WORKING HOURS:** This is a full-time position. An average of 40 hours a week (5 days) which will include regular weekend work and will increase in busy periods.

**UNIFORM:** Full uniform (except boots) will be provided. Full uniform must be worn at all times with a name badge.

**SALARY:** £28,080 per annum

**EVALUATION:** For the first five months of employment, the jobholder will be asked to complete a one month, three month and five month self-assessment. This will gauge their feelings of the job and assess their progress towards meeting targets.

**WORKING ENVIRONMENT:**

- Colchester Zoo is a non-smoking environment and smoking is not permitted by members of staff whilst on the premises.
- Colchester Zoo is an equal opportunities employer.
- You may be required to work offsite on animal transfers on occasion.

**Whilst doing this job, the employee is likely to be exposed to:**

- Category 1 animals
- Outside weather conditions
- Tropical exhibits with high temperatures
- Moving mechanical parts
- Toxic or caustic chemicals
- Lifting heavy loads

## TEAM LEADER SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>HUSBANDRY SKILLS AND EXPERIENCE</b>	<p>7+ years' experience in a zoological collection</p> <p>Excellent standard of practical skill in animal husbandry, including training and enrichment</p> <p>Excellent standard of animal observation skills</p> <p>Ability to develop animal husbandry, breeding management and enclosure design on the section (excellent competency)</p> <p>Ability to manage the animal section (excellent competency)</p> <p>Ability to drive forward the overall standards of the section to a higher level (excellent competency)</p> <p>Excellent knowledge of ZIMS</p> <p>Excellent knowledge of water quality parameters and management for a range of species</p> <p>Vast experience in operating filtration systems and life support system</p> <p>Excellent knowledge of uv requirements for a range of species</p> <p>Excellent knowledge of zoo licencing and legislation</p> <p>Skills in handling and restraint of various species (excellent competency)</p> <p>Confidence and ability in dealing with medical issues (excellent competency)</p>	
<b>TEAM WORK AND ABILITY TO FOLLOW INSTRUCTION</b>	<p>Ability to work in a team and contribute to team goals (excellent competency)</p> <p>Ability to harness positive relationships with all other team members regardless of level / section (excellent competency)</p> <p>Ability to follow instruction and carry out tasks at manager's / senior staff member's request (excellent competency)</p> <p>Ability and willingness to sit on additional zoo subgroups and committees</p>	
<b>LEADERSHIP AND MENTORING</b>	<p>Ability to mentor and allocate work duties to the animal section's employed staff members and volunteers (excellent competency)</p> <p>Ability to lead an internal zoo team e.g. subgroup or committee</p>	

	<b>Essential</b>	<b>Desirable</b>
<b>HEALTH AND SAFETY</b>	<p>Excellent understanding of risk assessments</p> <p>Ability to ensure safe working practices at Deputy Team Leader level</p> <p>Ability to manage risk in a zoo environment (excellent competency)</p> <p>Ability to develop safe working protocols (excellent competency)</p> <p>Excellent understanding of zoo emergency procedures</p>	
<b>COMMUNICATION AND PRESENTATION SKILLS</b>	<p>Excellent communication and presentation skills to deliver animal encounters and experiences</p> <p>Excellent communication and presentation skills to deliver education sessions and media</p>	
<b>SKILLS AND EXPERIENCE</b>	<p>Trained in manual handling</p> <p>Computer literate with excellent knowledge of the major Microsoft Office programmes (excellent competency)</p> <p>Excellent written skills, including record keeping</p> <p>Excellent written skills, including proposals and protocols</p>	Trained in working at height
<b>OTHER</b>	<p>DMZAA or equivalent qualification</p> <p>Full driving licence</p> <p>Ability to use own initiative to solve problems (excellent competency)</p> <p>Hard working and highly-motivated</p> <p>Excellent punctuality and time keeping</p> <p>Dependable and trustworthy</p> <p>Flexible and adaptable</p> <p>Warm, open-minded and professional</p> <p>Ability and willingness to represent Colchester Zoo at external conferences</p> <p>Ability and willingness to present at external conferences and lead internal training at Colchester Zoo</p> <p>Commitment to employment at Colchester Zoo</p>	Firearms certificate

## HOW TO APPLY

If you are interested in applying, please complete the [Colchester Zoo Employment application form](#). Please ensure all sections of the application form are completed, do not enter 'Refer to CV'.

Send your CV and completed Employment Application Form to **Mrs Liz Butcher, Living Collections Manager, by email to [vacancies@colchesterzoo.org](mailto:vacancies@colchesterzoo.org)**

Closing date is **24th March 2023**.

Please be aware that we will only process applications that include a completed application form and CV. We do have a lot of interest in our vacancies, if you have not heard from us after four weeks of submitting your application you should assume you have not been successful on the occasion.



**SECTION FOUR – Continuous Professional Development, other training, current study  
(type in information)**

<b>Qualification (Inc. grade)</b>	<b>School / University / Institution</b>	<b>Date Achieved</b>

**SECTION FIVE – Membership of Professional Body, include any offices held  
(type in information)**

<b>Qualification (Inc. grade)</b>	<b>School / University / Institution</b>	<b>Date Achieved</b>

**SECTION SIX – CURRENT / MOST RECENT EMPLOYMENT (type in information)**

<b>Job Title:</b>		<b>Current Job:</b>	
<b>Employer:</b>			
<b>Start Date:</b>		<b>End Date:</b>	
<b>Salary:</b>			
<b>Main duties and responsibilities:</b>			
<b>Notice Period:</b>			
<b>Reason for leaving:</b>			

<b>SECTION SEVEN – PREVIOUS EMPLOYMENT: (type in information)</b>			
<b>Job Title:</b>		<b>Current Job:</b>	
<b>Employer:</b>			
<b>Start Date:</b>		<b>End Date:</b>	
<b>Salary:</b>			
<b>Main duties and responsibilities:</b>			
<b>Notice Period:</b>			
<b>Reason for leaving:</b>			

<b>PREVIOUS EMPLOYMENT CONTINUED... (type in information)</b>			
<b>Job Title:</b>		<b>Current Job:</b>	
<b>Employer:</b>			
<b>Start Date:</b>		<b>End Date:</b>	
<b>Salary:</b>			
<b>Main duties and responsibilities:</b>			
<b>Notice Period:</b>			
<b>Reason for leaving:</b>			

<b>PREVIOUS EMPLOYMENT CONTINUED... (type in information)</b>				
<b>Job Title</b>	<b>Employer</b>	<b>Start Date</b>	<b>Leave Date</b>	<b>Reason for leaving</b>



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**REFERENCES – Please give the details of two referees, one should be your current or most recent employer (i.e. you line manager or Head of Department) References from family or friends are not accepted if you have an employment history (type in information)**

<b>Title:</b>		<b>First Name:</b>	
<b>Can the reference be contacted?</b>		<b>Surname:</b>	
<b>Job Title:</b>			
<b>Address:</b>			
<b>Email:</b>		<b>Telephone:</b>	
<b>Relationship:</b>			

<b>Title:</b>		<b>First Name:</b>	
<b>Can the reference be contacted?</b>		<b>Surname:</b>	
<b>Job Title:</b>			
<b>Address:</b>			
<b>Email:</b>		<b>Telephone:</b>	
<b>Relationship:</b>			

**DISABILITY – Do you require any special arrangements to be made to participate in the selection process on account of a disability? If yes, please give brief details (type in information)**

**CONVICTIONS – Have you ever been convicted of a criminal offence i.e. cautions, reprimands or warnings? If yes, please give details of any unspent convictions.**

**DECLARATION: Please read carefully before signing this application**

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during my employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act. I agree that should I be successful with this application, I will, if required apply to the Criminal Records Bureau/Scottish Criminal Records Office for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company, any offer of employment may be withdrawn or my employment terminated.

**Signed:**

**Date:**