



POSITION APPLICATION PACK

Animal Keeper - Exotic Mammal Section

(Senior Animal Keeper and Animal Keeper positions available)

Thank you for your interest in the above position. The following information will assist you in completing the application process and we look forward to receiving your application.

Position Advertisement:

Set in 180 hectares, Orana Wildlife Park (Christchurch) is New Zealand's only open range zoo. The Park is home to 1,000 animals representing over 90 different species. The focus of our collection is New Zealand native fauna and African savannah wildlife. Orana continues to work through our exciting development plan to ensure the Park continues to evolve into the future. Operated as a charitable trust, Orana fulfils an important role in managed zoo-based breeding programmes. Construction of a new rhino facility is nearing completion, as part of The Australian Rhino Project, a joint international effort aimed at building an insurance population of white rhinos outside of Africa to help save this iconic species from extinction.

We have a fantastic opportunity for suitably skilled person to join our dedicated Exotic Species animal keeping team. We are seeking to employ an Animal Keeper or Senior Animal Keeper. You will need to be a highly driven and energetic person with a passion for wildlife/animal care and public education.

The ideal applicant will possess the following skills and attributes:

- Experience caring for a variety of species.
- Responsible mature attitude and team player.
- Good communication, with a professional approach to visitors.
- A background in training/conditioning animals is desirable.
- High level of physical fitness (heavy lifting will be required).
- Good practical and maintenance skills, e.g. exhibit maintenance, fence maintenance, electric fence repairs, etc.
- A qualification in zoo keeping (or similar) would be considered an advantage.

Senior Animal Keeper:

- A minimum of five years animal husbandry experience in a zoo setting.
- Proven ability to supervise and train other keeping staff.
- Experience in nutritional planning, breeding plan implementation, animal introductions and/or exhibit design.

Animal Keeper:

- A minimum of two years animal husbandry experience.

Duties will include:

- Providing daily care and welfare to a variety of animals.
- Involvement in zoo-based breeding programmes.
- Implementing behavioural enrichment programmes.
- Training and conditioning for health checks.
- Conducting fun, informative presentations to educate visitors on the plight of exotic fauna.
- Animal observations and record keeping.
- Maintaining animal enclosures and exhibits.

Senior Animal Keeper:

- Supervision of other animal keepers and work experience students.

The working week for the position is to be determined and will involve working full time, 40 hours per week. This work roster may include working one or both weekend days. Hours of work are 8:30am to 5:00pm. Salary will be in accordance with skills and experience.

If you wish to apply, we invite you to request an application pack by calling us on 03 359 7109, emailing info@oranawildlifepark.co.nz or visiting www.oranawildlifepark.co.nz. Please complete our official application form included in the pack and return to us by **5pm, Friday 4th February 2022** by either email or posting to: Manager of Exotic Species, Orana Wildlife Park, PO Box 5130, Christchurch 8542. We will review applications as they are received.

Application Process:

Please complete the application form with a letter of introduction (maximum one page) and include your curriculum vitae. Copies of written references are welcome. Evidence of any qualifications must be included. Applications that do not include a completed application form and letter of introduction will not be accepted. Please note, we will consider your application incomplete if "refer to CV" is written in any part in the form. A short list of candidates will be selected for interview.

Position Description:

Depending on skill and experience level, Senior Animal Keeper and Animal Keeper positions are available. A copy of the position descriptions are attached for your information. Please specify which position you are applying for on your application form.

General Information about the Position:

The hours of work are 40 hours per week worked 8.30am to 5.00pm daily. The working week for the position is yet to be determined. The roster will include at least one weekend day.

Four weeks annual holidays will be awarded per annum. No overtime is payable unless rostered to work on a Statutory Holiday where time and a half will be paid. You will be required to work all statutory holidays that fall on your rostered days. An additional 11 days of holidays per annum will be awarded to you in lieu of working on these days.

The salary for the position will be negotiated with the successful applicant up to a maximum of \$48,000 per annum for the Animal Keeper position and a maximum of \$55,000 per annum for the Senior Animal Keeper position. A non-taxable allowance of \$18 per week will be paid to cover provision of footwear and a basic tool kit. A list of what is required in a basic tool kit will be provided.

A full uniform will be supplied and must be worn at all times and kept in a clean and presentable condition.

The successful applicant(s) will be required to produce evidence they have been vaccinated against Hepatitis A and B, have received a Tetanus booster within the last 10 years as well as be fully vaccinated against Covid-19. This evidence is required prior to commencing employment.

An offer of employment will be subject to satisfactory results from a pre-employment drug and alcohol test.

Your own reliable vehicle for travelling to and from work is required as no public transport is available. A full driver's licence is required as the successful applicant will drive Park vehicles within the public area of the Park as part of their normal duties.

It will be considered an advantage for the successful applicant to hold a firearms licence and have experience in the use of firearms.

ORANA WILDLIFE TRUST

JOB DESCRIPTION - SENIOR ANIMAL KEEPER

POSITION STATEMENT

The position of Senior Animal Keeper carries significant responsibility for providing the day to day care and feeding of the animal collection at the Park. The Senior Animal Keeper will have proven experience and/or expertise in many aspects of animal husbandry. The Senior Animal Keeper will be required to supervise other Keeping staff and work on some special projects in addition to regular Keeper duties.

RESPONSIBILITIES & REPORTING

The Senior Animal Keeper reports directly to the appropriate Collection Manager (Manager of Exotic Species or Manager of NZ Native and Domestic Species). Under the direction of the Manager, he/she/they may be responsible for maintaining an assigned section to a high standard. Although no other staff members report directly to the Senior Animal Keeper, he/she/they may be responsible for supervision of other Keeping staff, people on work experience or those taking part in basic training.

The Senior Animal Keeper will liaise daily with their Manager and provide written reports as required. Furthermore a high level of communication between the Animal Keeper and other team members is a requirement in order to ensure goals and objectives are being met.

DUTIES

Animal Duties:

- The Senior Animal Keeper will ideally be assigned a specific section by their Manager. He/she/they may be required to rotate between several sections on a rostered basis.
- The Senior Animal Keeper will be familiar with the diets of all animals on the assigned section(s), and with all procedures for diet preparation.
- The Senior Animal Keeper will be familiar with the proper animal husbandry procedures and techniques for each section(s).
- The Senior Animal Keeper will be familiar with all safety procedures and equipment and will be able to operate effectively and independently in the event of an emergency.
- The Senior Animal Keeper will be called upon to effect routine maintenance to all facilities in his/her/their work area, and will be required to report all repair needs or ideas for improvements to their Manager.
- The Senior Animal Keeper is expected to work effectively and efficiently with minimal supervision.
- The Senior Animal Keeper may be required to attend workshops and conferences from time to time.

- The Senior Animal Keeper's input will be sought regarding planning and implementing section improvements and new developments.
- The Senior Animal Keeper will be required to deliver informative talks to Park visitors at public feeding sessions and during special Park tours.
- The Senior Animal Keeper is encouraged to be actively engaged in working towards an animal husbandry qualification if they do not currently hold one.

Records:

- The Senior Animal Keeper will be responsible for documenting any and all animal related data on the appropriate forms. This shall include but is not limited to (a) all animal data (births, deaths, behaviour, etc), (b) transfers, (c) medical information, (d) maintenance.

Special Projects:

The Senior Animal Keeper will be required to undertake special projects. These projects will normally be directly related to his/her/their area of work and will be assigned by their Manager (with a timetable and deadline for each project communicated clearly). Upon completion, another project will be initiated.

GENERAL

- The Senior Animal Keeper will fulfil a key role in the Animal Management Team at the Park.
- The Senior Animal Keeper will present a positive professional attitude at all times. He/she/they will encourage and promote this attitude amongst other staff.
- The Senior Animal Keeper may be required to undertake public relations work (e.g. talks to outside groups, behind the scenes tours, talks to school groups).
- Regular goals and objectives will be set for the Senior Animal Keeper.
- The Senior Animal Keeper may be required to undertake any other duties as assigned by Park Management.

Staff Duties:

- The Senior Animal Keeper will be called upon to assist in supervising the work of other Keepers, work experience persons and volunteers. He/She/They may be asked to assist in directing the daily work of volunteers and/or new Animal Keepers.
- As a key member of the Park's team, the Senior Animal Keeper may be expected to assist as needed in other areas of Park operations as required.

JOB DESCRIPTION

ANIMAL KEEPER

POSITION STATEMENT

The position of Animal Keeper carries significant responsibility for providing the day to day care and feeding of the animal collection at the Park. The Animal Keeper will have proven experience and/or expertise in many aspects of animal husbandry. The Animal Keeper will be required to work on some special projects in addition to regular Keeper duties.

RESPONSIBILITIES & REPORTING

The Animal Keeper reports to the appropriate Collection Manager (Manager of Exotic Species or Manager of NZ Native and Domestic Species), or their Assistant Manager as directed. Under the direction of their Manager, he/she/they may be responsible for maintaining an assigned section to a high standard. Although no other staff members report directly to the Animal Keeper, he/she/they may be responsible for the supervision of people on work experience or taking part in basic training.

The Animal Keeper will liaise daily with their Manager or Assistant Manager and provide written reports as required. Furthermore a high level of communication between the Animal Keeper and other team members is a requirement in order to ensure goals and objectives are being met.

DUTIES

Animal Duties:

- The Animal Keeper will ideally be assigned a specific section by their Manager. He/she/they may be required to rotate between several sections on a rostered basis.
- The Animal Keeper will be familiar with the diets of all animals on the assigned section(s), and with all procedures for diet preparation.
- The Animal Keeper will be familiar with the proper animal husbandry procedures and techniques for each section(s).
- The Animal Keeper will be familiar with all safety procedures and equipment and will be able to operate effectively and independently in the event of an emergency.
- The Animal Keeper will be called upon to effect routine maintenance to all facilities in his/her/their work area, and will be required to report all repair needs or ideas for improvements to their Manager.
- The Animal Keeper is expected to work effectively and efficiently with minimal supervision.
- The Animal Keeper may be required to attend workshops and conferences from time to time.
- The Animal Keeper's input will be sought regarding planning and implementing section improvements and new developments.

- The Animal Keeper will be required to deliver informative talks to Park visitors at public feeding sessions and during special Park tours.
- The Animal Keeper is encouraged to be actively engaged in working towards an animal husbandry qualification if they do not currently hold one.

Records:

- The Animal Keeper will be responsible for documenting any and all animal related data on the appropriate forms. This shall include but is not limited to (a) all animal data (births, deaths, behaviour, etc), (b) transfers, (c) medical information, (d) maintenance.

Special Projects:

The Animal Keeper will be required to undertake special projects. These projects will normally be directly related to his/her/their area of work and will be assigned by their Manager (with a timetable and deadline for each project communicated clearly). Upon completion, another project will be initiated.

GENERAL

- The Animal Keeper will fulfil a key role in the Animal Management Team at the Park.
- The Animal Keeper will present a positive professional attitude at all times. He/she/they will encourage and promote this attitude amongst other staff.
- The Animal Keeper may be required to undertake public relations work (e.g. talks to outside groups, behind the scenes tours, talks to school groups).
- Regular goals and objectives will be set for the Animal Keeper.
- The Animal Keeper may be required to undertake any other duties as assigned by the Park Management.

Staff Duties:

- The Animal Keeper will be called upon to assist in supervising work experience persons and volunteers. He/She/They may be asked to assist in directing the daily work of volunteers and/or new Animal Keepers.
- As a key member of the Park's team, the Animal Keeper may be expected to assist as needed in other areas of Park operations as required.