



POSITION APPLICATION PACK

Senior Animal Keeper - Exotic Mammal Section

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. The Park's most recent project, construction of a new \$1.8M Rhino Conservation Centre, is now complete. This facility will ensure that Orana Wildlife Park is well positioned to continue our long-term involvement in the international breeding programme and generate additional support for white rhino conservation in range states.

Position Advertisement:

We have a fantastic opportunity for a suitably skilled person to join our dedicated Exotic Species animal keeping team in a Senior Animal Keeper role. We are seeking to employ an experienced senior exotic animal keeper with demonstrated supervisory skills. You will need to be a highly driven and energetic individual with a passion for wildlife/animal care and public education.

The ideal applicant will possess the following skills and attributes:

- A minimum of seven years animal husbandry experience in a modern zoo setting, working across a broad range of taxa.
- A qualification in zoo keeping (or similar) would be considered an advantage.
- Proven ability to supervise and train other keeping staff.
- Experience in nutritional planning, breeding plan implementation, animal introductions and/or exhibit design.
- A mature attitude, a team player with a positive outlook and have an ability to build quality internal relationships across all staff teams.
- Experience in completing quarantines for new and/or sick animals according to requirements would be considered an advantage.
- 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.

Duties will include:

- Training and supervision of other animal keepers and work experience students.
- Providing daily care and welfare to a variety of animals.
- Setting the work standard, being able to work with minimal supervision.
- Involvement in zoo-based breeding programmes.
- Be familiar with all safety procedures and equipment, along with ensuring all such procedures are followed at all times.

- Implementing behavioural enrichment programmes including training and conditioning animals 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.
- Implementing the organisation's Health and Safety and Safe Operating Procedures.

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.

The salary for the position will be negotiated with the successful applicant in the range from \$58,000 up to a maximum of \$62,000 per annum. 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, Monday 15th April** 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:

A copy of the position description is attached for your information.

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 12 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 in the range from \$58,000 up to a maximum of \$62,000 per annum. 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/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 or people on work experience or taking part in basic training.

The Senior Animal Keeper will liaise daily with their Manager and provide written reports as required.

The Senior Animal Keeper is required to maintain a high level of communication between Animal Keepers in order to achieve the assigned goals and objectives.

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 area of work and will be assigned by their Manager. A timetable and deadline for each project will be assigned. 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 will encourage/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 the 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.



Confidential Application For Employment

Position Applied For: **Senior Animal Keeper – Exotics**

Where Did You Find Out About This Position? *SEEK, Trade Me, Other (please state):* _____

Personal:

Preferred name: _____

Surname: _____

Christian Names: _____

Are you known by any other names? _____

Date of Birth: _____

Your Contact Details:

Contact Address: _____

Home Phone: _____ Other: _____

Email: _____

Work Status:

Have you reached the current school leaving age? Yes/No

Under what circumstances are you legally entitled to work in New Zealand? (tick one)

New Zealand or Australian citizenship

Work Visa

If applying for work in New Zealand under a Work Visa, please state your Visa type and expiry date:

Education:

Name of last education provider:

Qualifications earned (please include evidence of any qualifications listed in the application or accompanying CV):

Year: _____ Details: _____

Year: _____ Details: _____

Year: _____ Details: _____

Can you speak any other language?

Yes/No

Qualifications:

Do you have any other qualifications, certificates, etc?

Please describe the skills that you have which are relevant to the position.

Employment History:

Present or most recent employer details:

Company: _____
Address: _____
Job Held: _____
Main Duties: _____

Number of hours worked per
week: _____

Dates and Length of
Service: _____

Reason for leaving: _____

Do you consent to the Company contacting your present or most recent employer for the purposes of reference
checking? Yes/No

Next most recent employer:

Company: _____
Address: _____
Job Held: _____
Main Duties: _____

Number of hours worked per
week: _____

Dates and Length of
Service: _____

Reason for leaving: _____

Do you consent to the Company contacting your present or most recent employer for the purposes of reference
checking? Yes/No

Next most recent employer:

Company: _____
Address: _____
Job Held: _____
Main Duties: _____

Number of hours worked per
week: _____

Dates and Length of
Service: _____

Reason for leaving: _____

Do you consent to the Company contacting your present or most recent employer for the purposes of reference
checking? Yes/No

Please give details of any other job that may be relevant.

Do you have secondary employment?

Yes/No

If yes, please detail:

Referees:

Please give the name, relationship, address, email and telephone numbers of at least two referees.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If your application were successful, when could you commence employment?

___/___/___

I consent to the Company seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released by them to the Trust for the purposes of ascertaining my suitability for the position I am applying for. I understand that the information received by the Trust is supplied in confidence as evaluative information, and as such will not be disclosed to me.

Signed: _____

Date: ___/___/___

General:

Are you available to work the hours outlined? Yes/No
Are you prepared to work at other times if required? Yes/No
Have you been convicted of a criminal offence? Yes/No
Are you awaiting the hearing of charges in a civil or criminal court? Yes/No
Do you have a current full driver's license? Yes/No
Do you have any demerit points? Yes/No
What transport arrangements do you have to attend your place of employment?

Medical:

Do you consent to any occupational health monitoring if applicable to the job? Yes/No
Have you had any injury or medical condition caused by gradual process, disease or infection for example hearing loss, occupational overuse syndrome that may be aggravated or further contributed to by the tasks of the position? Yes/No

If yes, please specify: _____

Have you claimed accident compensation in the last 12 months? Yes/No

If yes, please specify: _____

State any serious injury you have suffered that may affect your ability to effectively carry out the duties of this position:

Do you have any other known conditions that may affect your ability to effectively carry out the duties of this position?

Yes/No

If yes, please specify: _____

I consent to Orana Wildlife Trust seeking information on a confidential basis about me from the New Zealand Police, or any foreign police authorities if I reach the shortlist of applicants. The information sought is to be released to them for the purposes of ascertaining my suitability for the position for which I am applying. I understand that this information is to be treated as “evaluative material” and thus I have no claim for access to it. This consent is valid for two (2) months from the date shown below.

Signed by me this ____ day of _____, 20____.

Applicant(s) are required to pass a drug and alcohol test following a conditional offer of employment. Should I be offered employment with Orana Wildlife Trust, I consent to undergo a drug and alcohol test (at Orana Wildlife Trust’s expense). This consent is valid for two (2) months from the date shown below.

Signed by me this ____ day of _____, 20____.

Declaration:

_____ (full name) declare that to the best of my knowledge the answers in this application for employment form are correct and I understand that if any false or deliberately misleading information is given, or any material fact suppressed, I will not be accepted, or if I am employed, my employment will be terminated. I also understand that the information requested within this application form is sought to establish my suitability for the position that I am applying, and that if I do not provide such information then this application for employment may be rejected.

Signed: _____

Date: ____ / ____ / ____