

JOB DESCRIPTION

Job Title:	TECHNICIAN ANIMAL STUDIES
Responsible to:	Head of Animal Studies/Technician Demonstrators
Responsible for:	Day to day husbandry and maintenance of a variety of animals within the new Animal Centre at weekends and out of term time (college holidays).
Functional Liaison with:	Course directors/teams/ Key Stakeholders / Partners
Main Purpose:	Provision of technician support in the animal centre providing care and welfare to a variety of different species of animal.

Main Duties and Responsibilities

The following duties are not shown in order of priority of frequency nor is the list comprehensive, but rather an indication of the type and level of duties expected of this post. The relate to the post holders area of vocational responsibility and compliance with college procedures and standards

1. Supervise the animal centre throughout the academic year in accordance with the highest standards of welfare, in compliance with health and safety and under direction of the Head of Animal Studies.
2. Work with the Head of Animal Studies to maximise utilisation of the area, and constantly improve the provision.
3. Ensuring physical resources are correctly maintained and restocked regularly.
4. Clean animal accommodation, feed and administer medication as required. This will include outside of college hours including weekends and college holidays.
5. Ensure that all food stuffs are in date and fit for animal consumption.
6. Oversee the safe and appropriate disposal of all waste in accordance with the appropriate standards of hygiene and management.

7. Maintain appropriate records for external scrutiny regarding the animal collection.
8. Maintain all equipment and resources in line with the appropriate college policies, including inventories and maintenance schedules. Maintain all equipment so that it is clean and fit for purpose.
9. Ensure that all orders are completed in a timely fashion, within budget and in liaison with the Head of Animal Studies.
10. Complete full health and safety checks and reports in accordance with college policies for the animal centre and collection.
11. Report any animal concerns immediately to the Head of Animal Studies. Never delay in the provision of appropriate veterinary care for animals within the collection.
12. Temporarily cover for Animal Studies staff as required [an additional uplift payment will be made at the appropriate rate of difference if a higher scale post is covered].
13. Observe and implement college policies and procedures e.g. Health and Safety, Fire Regulations, Safeguarding, Financial Policies etc.
14. Undertake any other duties as directed by the Principal or by delegated authority.

Person Specification

<u>Essential</u>	<u>Desirable</u>	<u>Evidence</u>
<p><u>Qualification:</u></p> <ul style="list-style-type: none"> Level 3 qualification, or above within an animal specialism <p><u>Knowledge/Skills</u></p> <ul style="list-style-type: none"> Independent worker with the ability to use initiative. Proactive with an enthusiastic approach to their work. The ability to organise own workload. Good IT skills and a minimum of a Level 2 qualification in Maths and English or GCSE equivalent. <p><u>Experience:</u></p> <ul style="list-style-type: none"> Experience of working within and/or management of a diverse animal collection. Experience of administrative practices and procedures. <p><u>Personal Qualities:</u></p> <ul style="list-style-type: none"> Ability to deal with the demands of working within an animal environment as well as an educational setting. Work as a member of a team. Good communication and interpersonal skills. Good organisation skills. The ability to work with minimum supervision but to recognise when help is required and ask for it. 	<p><u>Qualification:</u></p> <ul style="list-style-type: none"> Industry experience of at least 1 year <p><u>Knowledge/Skills:</u></p> <p><u>Experience:</u></p> <ul style="list-style-type: none"> Industry experience within the animal sector Experience in Teaching, Training and Learner Development would be an advantage. <p><u>Personal Qualities:</u></p>	<p>I, A,</p> <p>P, A, I,T,</p> <p>A, I,</p> <p>A, I,</p>

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

Conditions of Service

1. New appointments to the College are subject to a twelve month probationary period.
2. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
3. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age ,disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

DBS

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £44 (Enhanced) or £26 (Standard) and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at www.homeoffice.gov.uk or by speaking to a member of the Human Resources department.