



## **Seasonal Animal Care Technician**

### **JOB DESCRIPTION**

**Directorate of Land Based, Animal & Equine**



## ADVERTISEMENT

### **Seasonal Animal Care Technician**

Within the range £22,071 to £25,041 per annum, pro-rata

37 hours per week

Fixed-term until September 2024

The role will work as part of a team to ensure the welfare of animals and standards of care are maintained within our diverse Animal Units. This will include maintaining accommodation, care & handling of animals, ensuring the units are well presented and kept to industry standards.

The animal centre houses a diverse range of animals from every taxon ranging from meerkats, rabbits, sugar glider, alpacas, snakes, lizards, invertebrates and fish. The role involves working with all animals, providing their daily care, enrichment, training, behaviour observations and reporting any problems to the animal centre manager.

You will assist in preparing the unit and facilitate the handling of animals during practical teaching sessions. This will involve ensuring a safe educational environment, maintaining the relevant work areas used for practical teaching and learning in compliance with safe working practices and providing assistance to learners and other users of these areas.

This post is based at Suffolk New College Rural campus however Suffolk New College is a multi-campus site therefore you may be required to work at and travel between campuses

At Suffolk New College, we promote the culture of BeSNC. Implementing BeSNC is not just a choice; it's a commitment to providing the best possible environment for our learners to thrive. It's a commitment to nurturing an inclusive and supportive community where each student, staff and community member can reach their full potential.

**Closing date: Tuesday 30<sup>th</sup> April 2024 at Midnight**

**Interview date: Wednesday 8<sup>th</sup> May 2024**

This College is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. As part of our on-going commitment to Equality and Diversity, Suffolk New College guarantee to short list all applicants from a black or ethnic minority group who meet the essential criteria and all applicants with a disability who meet the essential criteria. All appointments are subject to Disclosure & Barring Service (DBS) check.

We do not recognise any agencies or search agencies acting on our behalf unless they have been officially engaged. Applicants should apply to us directly and not be persuaded to go via an agency.

The college will not recognise any agency fees for recruitment activities unless an active engagement linked to a specific role has been agreed.

The college will not pay fees associated with CVs or applicants who are sent to the college via agencies on a speculative basis or in response to college adverts.

Agencies should refrain from sending CVs to anyone working for the college on a speculative basis. The college will make approaches to agencies via our HR team if we feel that we need assistance with a post.

## **DIRECTORATE OF LAND-BASED ANIMAL AND EQUINE**

The department of Land Based, Animal & Equine is based at the Suffolk Rural campus of Suffolk New College, which is located in Otley, just a few miles outside of Ipswich. Suffolk Rural is a specialist land-based campus catering for a wide range of courses with a number of specialist buildings, commercial facilities and equipment.

The department delivers a wide range of qualifications within Agriculture, Arboriculture, Horticulture, Floristry, Animal Studies and Equine. The curriculum offer currently includes levels 1, 2 and 3 qualifications, designed to develop both theory and practical skills, offered on both a full time and part time basis in order to meet the needs of a diverse range of learners alongside responding to employer needs.

We offer excellent opportunities for learners to undertake practical activities and use specialist machinery and equipment as part of the curriculum, making the most of our diverse campus, which includes a commercial farm and a range of gardens and woodland landscapes. This is an exciting period of growth and development for the Directorate, which also includes an equine yard and a vibrant animal studies center.

A cross-college approach to supporting learners to achieve their full study programme is essential and the Head of Department plays a key role in promoting good working relationships with cross-college colleagues. English and Math's form an essential part of the learner's study programme and the specialist team work closely with vocational tutors to deliver an excellent learner experience to ensure success and achievement for all.

The Directorate team comprises of management, teaching staff, technicians and administrators who are all committed to delivering an exceptional experience to our learners to enable them achieve and to progress their chosen career through Further Education, Higher Education opportunities or employment.

## JOB DESCRIPTION

### Seasonal Animal Care Technician

#### Summary of Benefits, and Terms and Conditions

|                           |   |
|---------------------------|---|
| <b>Location:</b>          | Main location Suffolk New College, Suffolk Rural<br>Suffolk New College is a multi-campus college, therefore you may be required to work at and travel between campuses   |
| <b>Salary:</b>            | Within the range £22,071 to £25,041 per annum, pro-rata   |
| <b>Salary Scale:</b>      | Technician Salary Scale Band  |
| <b>Contract status:</b>   | Fixed-Term until 1 <sup>st</sup> September 2024   |
| <b>Hours of work:</b>     | 37 hours per week, 12 weeks per year<br>There is a requirement to work weekend shifts, your working pattern will be confirmed by your line manager  |
| <b>Pension:</b>           | Career average pension scheme in which employees contribute between 5.5% and 12.5% of salary  |
| <b>Holiday:</b>           | 20 days per annum pro-rata, rising one day per year worked to a maximum 25 days, plus Bank Holidays and Christmas closure days. Please note there will be a requirement to work some Bank Holidays and Christmas closure days |
| <b>Staff Development:</b> | Corporate and Departmental Development Programme Opportunities  |
| <b>Reporting to:</b>      | Animal Centre Manager   |

## JOB PURPOSE

To provide technical advice support and practical assistance to staff and students across the Directorate. To maintain and prepare the workspaces and equipment for teaching sessions in accordance with health and safety and College policies and to assist with the supervision of students. To maintain high animal welfare and husbandry standards for all the animals in the centre.

## MAIN DUTIES AND RESPONSIBILITIES

1. To undertake day-to-day care and husbandry of the animal collection kept at the College, meeting the highest welfare standards.
2. To ensure that the Animal Units and associated areas are kept in a tidy and orderly state, in line with current industry standards and ensure that safe systems of working are maintained across the College's Animal Units in line with COSHH and Health & Safety regulations.
3. Ensuring high standards of hygiene and cleanliness in all animal areas and associated storage and service areas.

4. Monitor stock levels and equipment and liaise with the Animal Unit Manager regarding needs and ordering.
5. To monitor and review the usage of animals and evaluate the impact of animal usage on animal welfare and the student to animal ratio.
6. To assist teaching staff to ensure the Animal Units are a flexible and effective resource for teaching practical activities and marketing activities.
7. Be involved with learners; induction sessions on safe working/ handling and in liaison with teaching staff, set up experiments and demonstrations. Support teaching staff in practical demonstrations.
8. To ensure that the Animal Units meet the regulatory requirements and accurate records are kept relating to the animals and related procedures.
9. To assist in the co-ordination of the use of animals in trial projects.
10. Preparation of approved diets and carrying out the correct feeding procedures.
11. Record keeping via a Zoological Information Management System (ZIMS), including personal relevant observations of animal behaviour, health, and welfare.
12. Work with the centre manager, ensuring that conditions for animals are suitable and in line with current best practice for welfare, group size and population management.
13. Setup of animal training programmes and maintain existing ones.
14. To assist the line manager in the preparation of resource / development plans for the Animal Units.
15. To develop an infrastructure for husbandry and welfare standards and policies.
16. To be on call for out-of-hours emergencies.
17. To be able to work weekends on a rota basis and to contribute to college open events.
18. Any other duties and training as may be required by management, which fall reasonably within the competence and level of job role.

This Job Description sets out the major duties associated with the post. It should not be assumed that other duties of a similar level/nature undertaken within the section are excluded simply because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes, in which case appropriate training may be given to enable the post-holder to undertake the duties.

**PERSON SPECIFICATION**

|                                     | <b>Essential</b>  | <b>Desirable</b>  |
|-------------------------------------|---|---|
| <b>Education and Qualifications</b> | <ul style="list-style-type: none"> <li>• Good standard of education including Literacy and Numeracy</li> </ul>  | <ul style="list-style-type: none"> <li>• Degree in an animal related field</li> <li>• Level 3 qualification in a relevant subject area</li> </ul>                                 |
| <b>Knowledge and Experience</b>     | <ul style="list-style-type: none"> <li>• Relevant professional industry experience</li> <li>• Knowledge of current industry standards, trends and technology</li> <li>• Experience of working in a technical environment</li> <li>• Knowledge and understanding of health and safety best practice and legislation.</li> <li>• Understanding of training, mentoring or coaching</li> <li>• Specialism and expertise specific to the role</li> </ul>                                 | <ul style="list-style-type: none"> <li>• Working with young people</li> <li>• Working in an educational setting</li> <li>• Experience of working in a supervisory role</li> </ul> |
| <b>Skills</b>                       | <ul style="list-style-type: none"> <li>• Ability to communicate with a diverse range of audiences including young people, managers and team members</li> <li>• Planning, time management and organisational skills</li> <li>• Build and maintain professional working relationships</li> <li>• Team work and a commitment to sharing best practice</li> <li>• IT literate and drive to using and exploring new technology</li> </ul>  | <ul style="list-style-type: none"> <li>• Knowledge of Zims</li> </ul>   |
| <b>Qualities and Attributes</b>     | <ul style="list-style-type: none"> <li>• Self- driven and motivated</li> <li>• Student focused approach</li> <li>• Pro-active and solution focused</li> <li>• Calm under pressure with a resilient approach</li> <li>• Diplomacy, tact and integrity and with due regard for confidentiality</li> </ul>   |   |
| <b>Attitude</b>                     | <ul style="list-style-type: none"> <li>• Driven to deliver high quality technical support</li> <li>• Embeds and promotes equality, diversity and respect through all aspects of the role</li> <li>• Pro-active commitment towards safeguarding and promoting the welfare of young people</li> <li>• Positive and can-do attitude towards work</li> <li>• Actively participates in continued professional development</li> <li>• Flexible approach to meet changing needs</li> </ul> |   |

## EQUALITY & DIVERSITY

All applicants will be afforded equal opportunity of employment irrespective of gender, marital status, pregnancy or maternity leave, sexual orientation, transgender, disability, age, ethnicity, religion or belief. As part of our on-going commitment to Equality and Diversity, Suffolk New College guarantee to shortlist all applicants from a black or ethnic minority group who meet the essential criteria and all applicants with a disability who meet the essential criteria.

## CRIMINAL CONVICTIONS

Suffolk New College is committed to the Code of Practice of the Disclosure & Barring Service and can make a copy of the Code available upon request. Suffolk New College welcomes applications from a diverse range of candidates. Unless the nature of the work demands it, applicants will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar applicants from employment. This will depend on the circumstances and background to any offence(s). Any post which involves direct contact with persons under the age of 18 or with vulnerable adults is exempt under the Rehabilitation of Offenders Act 1974 and applicants are required to disclose spent convictions. Appointments will be subject to an enhanced Disclosure check by the Disclosure & Barring Service.

## INFORMAL ENQUIRIES

For informal enquiries, please contact Helen Pearson, Animal Centre Manager, by emailing [HelenPearson@suffolk.ac.uk](mailto:HelenPearson@suffolk.ac.uk)

## BUSINESS SUPPORT TECHNICIAN BAND SALARY SCALE

|    |                |
|----|----------------|
| 13 | <b>£22,071</b> |
| 14 | <b>£22,275</b> |
| 15 | <b>£22,827</b> |
| 16 | <b>£23,526</b> |
| 17 | <b>£24,264</b> |
| 18 | <b>£25,041</b> |