



## **Senior Animal Technician (Senior Animal Keeper)**

### **JOB DESCRIPTION**

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



## ADVERTISEMENT

### **Senior Animal Technician (Senior Animal Keeper)**

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

37 hours per week, 52 weeks a year

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.

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: Sunday 12<sup>th</sup> May 2024 at Midnight**

**Interview Date: Friday 24<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.

## JOB DESCRIPTION

### Senior Animal Technician

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

<b>Location:</b>	Main location Suffolk New College, Suffolk Rural 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
<b>Salary Scale:</b>	Technician Salary Scale Band 2
<b>Contract status:</b>	Permanent
<b>Hours of work:</b>	37 hours per week, 52 weeks per year 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, 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 run the animal centre in the absence of the centre manager, including making vet decisions and ensuring the technicians are working to their full potential.

## MAIN DUTIES AND RESPONSIBILITIES

- 1 Assist with daily husbandry routines for over 200 animals of 60 different species.
- 2 Be responsible for ensuring the highest levels of animal husbandry, care and welfare for a wide variety of species that have specialised requirements and needs
- 3 Be responsible for ensuring enclosures and facilities are maintained to the highest possible standards.
- 4 Be able to work independently but also as part of a highly motivated team.
- 5 Assist with the training and handling of animals, assisting veterinary staff with procedures and administering medication with relevant after care

- 6 Ensure that all nutritional requirements are met and adhere to defined dietary instructions
- 7 Monitor all animals for signs of illness, injury or distress and promptly report any concerns to the Animal centre manager. Administer medications as instructed
- 8 Maintain and advance animal welfare including the design and implementation of enrichment and training programmes for animals on the section
- 9 Oversee the centre in the absence of the Animal Centre Manager
- 10 Ensure record keeping is up to date on Zims
- 11 Assist in the caring for sick animals if necessary
- 12 Ensure all animals are health checked and weighed regularly.
- 13 To provide technical support and advice to staff and students in the workshops/studio environment, and in liaison with teaching staff, assist students one to one or in small groups with practical skills.
- 14 To provide demonstrations to students in relation to practical or technical skills including demonstrating workspace protocols and processes as required by teaching staff.
- 15 To support and assist staff and students in the use and safe practice of all equipment in the workspace and ensure safe working practices, including providing advice on specific individual training needs in respect of safe working practices and processes.
- 16 To be responsible for the supervision of students during sessions and external trips and visits as required.
- 17 To respond to student enquiries, offering information, advice and guidance or referring the matter as appropriate.
- 18 To supervise and oversee weekend Animal technicians.
- 19 To prepare and maintain teaching areas, equipment and materials in accordance with teaching requirements and as requested by teaching staff.
- 20 Supporting the promotion and marketing of Animal activities within the Animal Centre to achieve maximum commercial opportunities.
- 21 To undertake risk assessments in line with College policy and ensure teaching staff are aware of workspace risk assessments and advised when risk assessments are required.
- 22 To order materials and be responsible for stock management in the workshop/studio.
- 23 To undertake PAT testing of equipment and machinery within the working environment.

- 24 To ensure implementation of industry specific health & safety best practice, legislation and College policy within working environment.
- 25 To undertake relevant first aid training and updates and carry out first aid duties as required.
- 26 To undertake relevant health and safety training and updates and carry out fire marshall and evacuation chair operator duties and any other cross college health and safety initiatives as required.
- 27 To participate in cross college activities such as open events and external promotion activities.
- 28 To take a pro-active approach and responsibility for the well-being and safeguarding of all students.
- 29 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

	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of education including Literacy and Numeracy to Level 2 (GCSE C or 4 grade)</li> <li>• Level 3 qualification in a relevant subject area</li> <li>• Current first aid certificate or the commitment to achieving one within a specified period</li> <li>• PAT testing certificate or the commitment to achieving one within a specified period</li> </ul>	<ul style="list-style-type: none"> <li>• PAT testing certificate</li> <li>• First Aid certificate</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• 2 years relevant professional industry experience</li> <li>• Knowledge of current industry standards, trends and technology</li> <li>• Knowledge and understanding of positive reinforcement training methods.</li> <li>• 2 years' experience in working with a wide range of taxon.</li> <li>• Experience of working in a technical environment</li> <li>• Knowledge and understanding of health and safety best practice and legislation.</li> <li>• Experience of delivering practical demonstrations</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>• How to complete husbandry routines for a wide range of taxon</li> <li>• Experience in enrichment making</li> <li>• How to medicate animals (Injections and orally)</li> <li>• Ability to lead a team when required and provide mentorship to junior staff</li> <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> <li>• How to drive a 4x4 style vehicle</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> </ul>	

	<ul style="list-style-type: none"> <li>• Flexible approach to meet changing needs</li> </ul>	
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**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 on (01473) 382831 or email [helenpearson@suffolk.ac.uk](mailto:helenpearson@suffolk.ac.uk)

**TECHNICIAN BAND 2 SALARY SCALE**

<b>Technician Band 2 Salary Scale</b>	13	<b>22071</b>
	14	<b>22275</b>
	15	<b>22827</b>
	16	<b>23526</b>
	17	<b>24264</b>
	18	<b>25041</b>