Job Description

Job Title:	Supply Animal Technician
Department:	Animal and Equine
Reports to:	Animal Centre Manager
Grade:	APT&C Scale 5
Staff Group:	Services
Job Purpose:	To support the Animal Management Centre team with husbandry and maintaining high standards of animal welfare across the Animal Centre. Support across all sections to ensure they are covered, and all daily tasks are complete. Supervise duties sessions as per the curriculum timetable and support lecturers with practical teaching.

Main Tasks and Responsibilities	
1	To maintain high levels of animal welfare and husbandry best practice across the Animal Management Centre
2	To support with enrichment schedules and training programs, to encourage natural behaviours, exercise, safe handling, and restraint.
3	To support enclosure maintenance to the required standard, ensuring all species can exhibit natural behaviours through suitable enclosure design.
4	To supervise animal handling and transportation of all animals.
5	To conduct quarantine and isolation procedures as required, including the use of prophylactic measures and treatments.
6	To monitor animals for signs of illness, injury, or unusual behaviour; following appropriate protocols and notifying veterinarians as required. To treat animal illnesses or injuries, ensuring medication is dispensed accurately and timely, following instructions of veterinarians.
7	To assist with the day-to-day activities of the Animal Management Centre, including, but not limited to, preparation and delivery of appropriate diets, cleaning, maintaining, design and development of animal accommodation, enrichment, training of the animals, completing records, and carrying out regular animal welfare audits.
8	To demonstrate skills to students and supervise students as they practice skills to a recognised industry standard.
9	To deliver and supervise students during duties sessions, including weekend duties on a rota basis, as planned by the Assistant Animal Centre Manager. Ensuring progress is monitored and feedback is provided.
10	To ensure that student behaviour is appropriate for the activity in which they are engaged and where this is not, take the appropriate steps to report to the course tutor.
11	To be involved with students, including induction sessions on safe working practices and in liaison with teaching staff, set up practicals and demonstrations. Support teaching staff in practical demonstrations.
12	Contribute to the Quality Assurance process by monitoring, reviewing, and evaluating practical aspects of courses.
13	To prepare specific learning materials for lessons as requested by teaching teams for students and staff.
14	To monitor the records of usage in relation to equipment/materials/resources used following activities/operations to ensure safe use and that equipment is inspected/serviced/replaced in a timely manner for health and safety reasons.
15	To maintain and record the condition of stock and livestock via stock taking activities and ordering of replacement goods via the College's approved systems; and updating of the Colleges asset register.

16	To ensure equipment in all animal areas is fully functional, arranging for repair and replacement where necessary and via the appropriate routes.
17	To assist the Animal Centre Manager in ensuring all health and safety requirements are met, including the safe storage and disposal of hazardous materials and annual reviews/writing of risk assessments.
18	To provide support to staff with events and activities on and offsite, including Open Days, shows and interview events which may occur during evenings and at weekends.
19	To attend College-wide staff development activities, and where necessary School/curriculum activities, plus ensure individual continued professional development.
20	To attend course team meetings/reviews as and when requested by the course team/management.

General Responsibilities	
1	To carry out responsibilities, commensurate with your position, as defined within the following College policies and procedures: • Equal Opportunities • Health, Safety & Welfare • Child Protection • Data Protection • Risk Management
2	To undertake any other similar duties of this level as required by the Head of Centre and/or the Principal.

Our Ways of Working at City College Norwich	
Kind and Curious	Treating others how you would like to be treated, and always looking for a positive solution to every problem that arises
Open and Informative	Communicate the right information, to the right audience, at the right time, in the appropriate manner.
Respectful and Fair	To be fair, tolerant, supportive, offer impartial advice and listen to others, regardless of their background.
Creative and Positive	Provide creative and positive solutions and seek new ways to improve the working and learning environment.
Collaborative and Inclusive	Promote a collaborative and inclusive culture where leadership, teamship and followship are fully integrated, acting as a role model and demonstrating a high degree of commitment, belief and pride in the College and the College's vision.
Consistent and Responsible	Proactively take responsibility to deliver an outstanding service. Actively seek to support others.

Person Specification

Job Title	Supply Animal Technician	Location	Easton College
Department	Animal and Equine	Grade	APT&C Scale 5
Reports to	Animal Centre Manager	Post Reference	RCCN

Criteria	Essential / Desirable	How Assessed? Application (A) Interview (I) Task (T)
Qualifications / Education / Training		
1. A relevant qualification at Level 3 (A level equivalent) or above	E	A
2. English/literacy and maths/numeracy qualifications at Level 2 or equivalent, or a willingness to undertake and achieve within 2 years	D	A
3. Relevant and up to date health and safety qualifications/training (i.e. Health and Safety in the Workplace; Manual Handling; First Aid at Work; Working at Height etc.), or a willingness to undertake and achieve within 2 years	D	A, I
Experience		
1. Previous employment in a similar role	E	A, I
2. Knowledge and experience of a range of skills related to the curriculum area as advertised, including husbandry, handling and restraint of a range of species	E	A, I
Skills, Knowledge and Level of Competency		
1. Expert within service specialism with particular knowledge of enrichment and training programs.	E	A, I
2. The ability to establish and maintain enclosures that meet species requirements	E	A, I
3. Focused on the provision of excellent services to all customers	E	I
4. A smart worker with the ability to use systems and technology to effectively and efficiently undertake the role	D	A, I
5. Proficient in the use of animal management software, such as ZIMS (Zoo Information Management System) or similar.	D	A, I
6. Solutions provider, focused on outcomes and able to work on own initiative	E	I
7. Innovative approach and proactive style	E	I
8. Able to prepare materials and equipment for practical work	D	A, I
9. Able to maintain appropriate stocks of materials and equipment for practical work	D	A, I
10. Commitment to and promotion of safeguarding the welfare of children, young people and vulnerable adults and an understanding of the safeguarding practices applicable to working within a college	E	A, I
Personal Qualities		
1. A team worker with an adaptable and flexible approach to work	E	A, I
2. Creative, imaginative and entrepreneurial thinker	E	I
3. Persistent and resilient approach to work	E	I
4. Enjoys working collaboratively and seeking collaborative opportunities	E	I
5. Committed to student success and supporting students to fulfil their potential	E	A, I

6. Continuously improving and commitment to own personal and professional development	E	A, I
Other (e.g. constraints)		
1. Working week to include weekend and evening cover on a rota basis.	E	A, I
2. Requires a full driving licence	E	A