



1. **Position Details**

Title:	<i>Animal Care & Conservation Project Officer</i>
Reports to:	<i>Senior Manager Animal Care and Conservation</i>
Location:	<i>Melbourne Zoo</i>
Band:	<i>Band 5</i>
Tenure:	<i>Ongoing</i>
Employment Type:	<i>Full-time</i>

2. **Context**

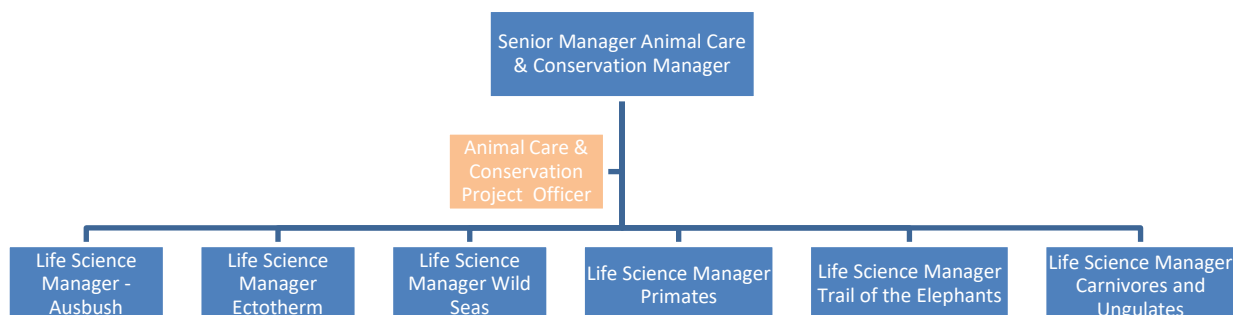
Zoo Victoria operates world-class zoo on three sites: Melbourne Zoo, Healesville Sanctuary and Werribee Open Range Zoo. Our vision is – as a world leading zoo-based conservation organisation, we will fight extinction to secure a future rich in wildlife. To achieve our vision we focus on the following key action areas:

- **Conservation** - We will focus and strengthen the conservation efforts of Zoos Victoria to ensure the delivery of tangible conservation outcomes.
- **Animals** - We will strive to ensure the wellbeing and conservation relevance of every animal within our care.
- **Visitors** - We will provide profound wildlife-based experiences that inspire communities to take actions that benefit wildlife conservation.
- **People** - We care for ZV staff and volunteers by providing support and services, in line with our values, to enable each individual to stay safe, contribute to our vision and realise their potential.
- **Financial Sustainability** - We will ensure the long-term financial sustainability of all our operations to be able to maintain and improve the value of assets and to make a meaningful, measurable and successful investment in conservation.

3. **Purpose Statement**

The Animal Care & Conservation project officer supports the functions of the Melbourne Zoo Life Science team. The core purpose of the role is to deliver high-level systems project and administration support to the Senior Manager Animal Care and Conservation and Life Science managers for the efficient and effective operation of the zoo. The position will play an important part in preparation and dissemination of communications, reports and publications internally and externally. Duties are wide ranging including diary management, correspondence and animal records (records management, meeting preparation and support, stakeholder liaison and hospitality, travel arrangements)

4. Reporting Lines



5. Accountabilities

Primary Accountabilities
Systems Development and Support <ul style="list-style-type: none"> • Ensure timely Welfare and end of month reporting • Systems co-ordinating for ZV safe & ZIMS • Utilise an effective problem solving strategies • Display behaviours that promote the continuous improvement necessary for ZV to realise its vision • Improve and automate manual processes to systems - lean • Ongoing improvement / development of work processes to make efficient / effective • Oversee management of MZ animal record systems (ZIMS) consistent with ZAA standards. • Provide training and support to Life Sciences staff in use of ZIMS data entry including the creation of templates to assist the tracking of animal welfare. • Maintain updated diet records for MZ animals and coordinate the annual audit of these records compared to actual diets fed to collection animals.
Projects <ul style="list-style-type: none"> • Maintain master list of all team projects • Actively participate in project admin and using framework • Co-ordinate with Zoos Victoria Corporate procurement team and other requirements • Assist the Senior Manager Animal Care & Conservation Manager with the development and implementation of the MZ Ops plan with the Conservation Master Plans and ZV Strategic Plan. • Lead the development of time-bound project plans in consultation with relevant stakeholders. • Manage selected priority MZ property Plan projects and provide technical and operational support for a range of projects managed by Life Science Managers • Manage effective external partner relationships, develop and oversee the delivery of terms of agreement for partnerships.
Communication <ul style="list-style-type: none"> • Prepare PowerPoint presentations • Manage the effective communication of Life Science projects internally and externally. E.g. MZ weekly, notice boards • Provides information on Life Sciences Policy and procedure by communication with ZV staff.

Administration / EA Support

- Diary management.
- Team meetings
- Assist with the preparation and editing of technical reports and other reporting obligations of the Department.

Administration and Reporting

- Provide administrative support to the Senior Manager Animal Care & Conservation and Life Science Managers, including scheduling and minuting of meetings, reporting and record keeping.
- Support and assist Senior Manager Animal Care & Conservation and the Life Science Forum, Category 1 Community of practice, and other WCS staff in ZV management roles, including administrative support for meetings, filing, correspondence and database management and production of reports and papers.
- Assist with management of department ordering and purchasing, including technical equipment, travel and stationary
- Lead role in the coordination of animal transfers including communication with sending/receiving institutions, government regulators, transport companies and other stakeholders (e.g. Victoria Police, Vic Roads).
- Ensure that MZ is compliant with all permitting requirements relating to animal transfers.
- Provision of logistical management of animal transfers including liaison with and, support of MZ staff during animal transfer processes.
- Liaison to include confirming that quarantine space is available for incoming animals and that display enclosures are available before imports proceed.

Culture

- Maintain a work place where staff are respected and valued through demonstration of the vision and values thus supporting a positive and fulfilling work environment.
- Demonstrates expertise and professionalism in all interactions.
- Behaves in accordance with the vision and values of Zoos Victoria.
- Communicates openly and honestly whilst respecting others.
- Actively contributes to team, department, property & wider ZV performance through effective cross-functional engagement.

Safety

- Work within the Safety Circle
- Encourage a speak up culture
- Report incidents within 24 hours of occurrence
- Actively monitor workplace to identify hazards and take appropriate action to rectify if hazards found

6. Selection Criteria

Qualifications

- Tertiary qualifications in biological sciences

Experience

- Proven ability to ensure a high level of accuracy in information management and communications.
- Proven experience in logistical management of complex projects
- Excellent computer skills, particularly in document & presentation format and design; records and database management.
- Sound knowledge of all Microsoft Office programs.
- Advanced written and oral communication skills, including ability to prepare and present detailed reports, analyse information and make recommendations.
- High level of attention to detail and accuracy.
- Proven high level of organisational skills, excellent time management skills and ability to manage competing priorities.
- Understanding of, and commitment to, safe work practices.
- Demonstrated integrity regarding management of sensitive/confidential information.
- Experience in budget development, management and reporting.

Skills & Knowledge

- Significant experience in the advance features of Microsoft Windows base applications including the creative, accurate use of and application of word processing, spreadsheets, presentations and email systems.
- Proven high level of organisational skills
- Advanced written and oral communication skills.
- Detailed knowledge of animal welfare practices and Species Selection Tools.
- Sound understanding of the role of zoos in conservation, and knowledge of current practices in animal husbandry, collections management, zoo exhibitory and re-introduction programs.
- Demonstrated skills in Animal Husbandry/welfare small project facilitation.
- Knowledge of legislative requirements relevant to captive animal management.

Other

- A current working with children's check