

# POSITION DESCRIPTION



**KYABRAM**  
FAUNA PARK

**POSITION TITLE:** Head Keeper

**MANAGER:**

.....  
*Signature & Date*

**INCUMBENT:**

.....  
*Signature & Date*

.....  
*Print Name*

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## POSITION OBJECTIVES

- Coordinating and prioritising the daily operations of the wildlife park including guest experiences that is based on what is great for animals, staff and visitors.
- Leading a small team of staff and volunteers daily with a focus with an effective people management style.
- Liaising with the keeper team daily on operational objectives and prioritising workloads in consultation with these keepers.
- Directly contribute to all aspects of staff management, animal care and welfare, including husbandry routines, animal conditioning, diets, captive breeding programs, managerial operations, safety of people and animals, environmental enrichment and supporting veterinary intervention as required.
- Conduct duties based on a sound understanding of the purpose, direction and business needs of KFP.

## KEY RESPONSIBILITIES

- To demonstrate and possess a high level of effective people management skills.
- To be able to structure and organize interactive wildlife keeper talks for daily presentation.
- Develop and implement new customer experiences and educational programs.
- Ensure all equipment and chemicals are maintained daily to workplace health and safety standards and to organize replacements when necessary.
- Demonstrate animal handling abilities on all species kept at Kyabram Fauna Park.
- Contribute to animal care requirements & husbandry routines.
- Conduct duties based on a sound understanding of the purpose, direction and business needs of KFP.
- Demonstrate an ability to identify inefficiencies of operations and provide solutions and problem solve.
- Good record keeping and administrative skills
- Fulfil other duties as required by management as required.

## ORGANISATIONAL RELATIONSHIPS

Reports to: General Manager KFP

Supervises: Park Staff  
Volunteers

Internal Liaisons: All staff

External Liaisons: Contractors  
Park visitors  
Suppliers  
General public



### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- To orchestrate and structure all animal training and conditioning and liaising with the team on their duties and responsibilities.
- Supervise, coach and evaluate the keeper team to enable them to possess good time management skills and perform their duties efficiently and effectively.
- Organise round keepers in conjunction with the General Manager around daily tasks and training of new staff.
- Assess processes and procedures and modify routines in order to identify and implement business improvement opportunities.
- To carry out the structuring of animal care volunteer programs and to oversee the training and supervision of Volunteers and Work Experience participants.
- Efficiently and effectively managing staff and volunteer resources on a daily basis
- Sound understanding of OHS practices throughout the park

### **JUDGEMENT AND DECISION MAKING**

- Liaise with the General Manager and Veterinarian on issues of animal health, conditioning and training.
- Liaise with General Manager on all maintenance of all animal care areas and implement improvements as required.
- In consultation with the General Manager, assess and manage the animal collection and oversee the day to day management of staff.
- Conduct Staff Performance Reviews and develop staff career goals and aspirations.

### **SPECIALIST KNOWLEDGE AND SKILLS**

- Demonstrate and possess advance knowledge of leadership and people management skills.
- Exceptional captive husbandry knowledge for the species kept at Kyabram Fauna Park.
- Good knowledge and understanding of native, exotic and domestic animal husbandry legislation.
- Good level of ability to train others in all aspects of captive husbandry for the animals in your care.
- Exceptional understanding of training and conditioning techniques for all animals in your care.
- Advanced knowledge of enclosure design and maintenance for a variety of native and exotic wildlife species as well as domestic breeds.
- Ability to recognise stereotypical animal traits and behaviours particular for individual species and prepare appropriate responses accordingly.
- The ability to liaise and network with other zoos and wildlife parks in collaboration to achieve an animal exchange or in the event of acquiring new species.
- Advanced understanding of all Bio Security laws and legislation in regard to the requirements for exhibiting wildlife.
- Thorough understanding of the zoo industry and ZAA (Zoo and Aquarium Association) legislation and familiarisation with members on the committee.
- Possess strong industry contacts to ensure growth of the business.

### **MANAGEMENT SKILLS**

- Preparation of reports as required by the management team.
- Ability to enthuse and lead a team of staff and volunteers
- Demonstrate exceptional time management skills and have the ability to delegate.
- Possess the ability to multi task and prioritise work loads
- Proven ability to manage, coordinate and enthusiastically lead a team of staff and volunteers.
- Demonstrate ability to manage a diverse range of people and an eagerness to develop them professionally.

### **INTERPERSONAL SKILLS**

- Exceptional written and oral communication skills.
- Ability to liaise and network with relevant stakeholders and to build professional working relationships
- Strong public speaking and presentational skills



## **QUALIFICATIONS AND EXPERIENCE**

### **Mandatory**

- Relevant tertiary qualification/s in an animal related discipline such as the Certificate III & IV in Captive Animals.
- Thorough understating of relevant legislation
- Willing and able to work in a physically demanding environment.
- Thorough knowledge of animals and park management and maintenance
- Proven ability to effectively develop, implement and deliver educational programs and experiences
- Excellent team leadership skills
- Good public speaking and presentation skills
- Working with Children and National Police Check
- First Aid Certificate (Level 2 minimum)
- Valid driving licence

### **Desirable**

- Further studies in the animal science or people management fields.

### **Key Selection Criteria**

1. Relevant qualifications and experience
2. Demonstrated knowledge of animal and park management and maintenance
3. Demonstrated knowledge of developing and delivering high quality educational programs and experiences
4. Proven ability to effectively manage and coordinate staff and volunteers
5. Excellent time management and organisational skills
6. Exceptional communication and presentation skills

**Other Prerequisites** – Applicants must have a valid Australian visa with work rights.