



Job Vacancy Information Pack

Post: Director of Animals

Job Reference: EX296 (please quote on application form)

This pack contains all the information you need to know when applying for a vacancy at Yorkshire Wildlife Park, included in the sections below:

1. Important Information
 - Useful information about the recruitment process, equal opportunities, company & departmental information.
2. How to apply
 - Accepted methods of application and how to submit.
3. Application form
 - Yorkshire Wildlife Park encourages green practices. Please reduce your ecological footprint by completing the form electronically and returning via email.
4. Job Description
 - A breakdown of the vacancy and what is expected from the successful applicant.
5. Job and Person Specification
 - A list of essential and desirable criteria for the post.

Important Information

The Organisation

Thank you for your interest in our advertised vacancy. Since its opening in 2009, Yorkshire Wildlife Park has evolved to become the UK's number 1 on-foot safari. We feature walkthrough exhibits that take the guest directly into the world of the animals. A dynamic centre for conservation and welfare, the park currently has around 400 animals across 70 different species. We aim to provide a quality, value for money experience that excites and inspires our guests.

Equal Opportunities

Yorkshire Wildlife Park is committed to equal opportunities in all aspects of recruitment and employment.

Job descriptions and person specifications define the qualification, experience and other skills required for the post and will only include those factors which are necessary and justifiable on objective criteria for the satisfactory performance of the job.



As part of our commitment to equal opportunities we are monitoring job applications for equality purposes. To help us in our endeavours we ask you to complete an equal opportunities monitoring form at the end of the job application form. The equal opportunities monitoring form will be detached from your application form, stored separately and used solely to provide statistics for monitoring purposes.

Yorkshire Wildlife Park's Mission Statement

To create a dynamic, interactive experience and regional centre of excellence for the conservation of biodiversity globally and locally that is sustainable both for the environment and the business. To promote a wider understanding of the natural world and inspire generations to support and protect the world around them.

Use of Curriculum Vitae (CVs)

Our policy is to recruit and employ our employees on the basis of their suitability for the vacancy.

An application form allows us to compare individuals based on the same criteria and as such we do not accept a CV unless it is accompanied by a fully completed application form.

Shortlisting

To ensure that the people we employ are matched to the role and our business aims we operate a robust shortlisting procedure which involves a two-stage interview process. Candidates should ensure before they apply for a position with YWP, that as a minimum they meet the essential criteria outlined in the person specification and are available to attend interviews on the dates outlined on the job specification.

Due to the volume of applications we receive, it is our policy not to inform candidates who have not been shortlisted to interview stage. If you do not hear from us within one month of the closing date, we will have decided not to take your application any further.

Pre- employment Checks

All offers of employment are made subject to the following criteria:

Proof of eligibility to work in the UK and two satisfactory references.



How to Apply

All applicants are required to fully complete the YWP application form in order to be considered for any vacancy. You should refer to the person specification when completing Section 5 of the application form as this is the criteria we use to measure you against.

Complete application forms should be returned to the HR Department by midnight of the closing date specified. Late applications will not be accepted under any circumstance.

Yorkshire Wildlife Park promotes green practices, please support us in our endeavours by completing the application form electronically and returning via email.

A CV can be used as a supportive document to the application form but cannot be used to replace any part of the application form. Applicants who have used their CV to replace parts of the application form will have their application rejected.

Complete application forms should be returned to the HR Department via the below means:

Email: recruitment@yorkshirewildlifepark.com

And if email is unavailable

Post: HR Department, Yorkshire Wildlife Park, Brockholes Lane, Branton, Doncaster, DN3 3NH

Application Form

The YWP application form is available to download from the vacancies page of our website in pdf and word format.



Job Description

Job Title: Director of Animals
Reporting to: Chief Executive Officer
Department: Animals

Primary Responsibilities

Responsible for the development, delivery and management of all activities within the Animal Department through strategic planning, policy and procedure. Ensure the coherence and synergy of strategy within the department to promote exemplary standards for animal welfare, health, husbandry, visitor experience, innovation, conservation and research.

Key Work Objectives

- Development of the collection plan strategy in conjunction with the Animal Managers & CEO.
- Maintain communications with relevant studbook managers, EEP Coordinators and manage all animal transactions.
- Facilitate zoological research in conjunction with the Education department. Manage and develop relationships and initiatives with higher learning institutions.
- Lead the department to achieve its objectives in relation to in and ex situ conservation programmes.
- Support the CEO in the development of animal design projects within the group.
- Budgetary responsibility and overall management of the animal department's costs.
- Lead the development and implementation of departmental vision and strategy.
- Ensure synergy and continuity in relation to standards of management across the department.
- Lead and develop a culture of continuous improvement to meet and exceed departmental KPI's.
- Coach, develop and motivate the department's leaders to consistently deliver exemplary standards for animal welfare, health and husbandry, commercial astuteness, people management practices and visitor experience.
- Ultimate responsibility for departmental compliance with zoo licensing legislation.
- Regular production of reports for the Board of Directors.
- Ensure the effective alignment between the operational management of the department, collection planning and commercial strategy.
- Overall responsibility for exemplary health and safety standards and practices.
- Represent the organisation within the zoo community and maintain a good working knowledge of its activities.
- Ensure that the department operates in a commercially astute manner; develop, deliver and manage all departmental commercial activities.
- Promote and support innovation of the department and organisation.

General

- Maintain the highest levels of professionalism, service and personal appearance at all times.
- To be responsible, along with other staff members, for overall compliance with health and safety regulations for staff and visitors.
- Undertake any other reasonable duties as required.



Job Specification

Job Title:	Director of Animals
Reporting to:	Chief Executive Officer
Working Hours:	Basic of 40 hours per week normally worked on an annualised basis and scheduled in accordance with business requirements. To include weekend and bank holiday work as required.
Salary:	Competitive
Contract:	Permanent (subject to the successful completion of a probationary period)

Main Duties & Responsibilities:

- Budgetary responsibility and overall management of the animal department's costs.
- Ensure synergy and continuity in relation to standards of management across the department.
- Coach, develop and motivate the department's leaders to consistently deliver exemplary standards for animal welfare, health and husbandry, commercial astuteness, people management practices and visitor experience.
- Lead and develop a culture of continuous improvement to meet and exceed departmental KPI's.
- Lead the department to achieve its objectives in relation to in and ex situ conservation programmes.

Candidate:

- Commercially astute with an acute attention to detail.
- Well versed with Microsoft Office, specifically Word, Excel and PowerPoint.
- Excellent knowledge of the zoo community and relevant legislation.
- Excellent interpersonal skills.
- Strong financial acumen.
- Standards and quality driven management style.
- Must be flexible and able to work during our peak times which include weekends, bank holidays and school holidays.

Start Date: As soon as possible

Closing date for applications: 31 January 2021

Interviews to be held: Dates to be confirmed



Person Specification

JOB TITLE: DIRECTOR OF ANIMALS

Assessment Criteria	Essential (E) Desirable (D)
Experience	
Delivery of KPI's within a commercial environment	D
Development and delivery of management standards	E
Budgetary management	E
Development of animal design projects	D
Development and delivery of collection plan strategy	D
Design and delivery of exemplary and innovative guest experience	D
Skills/ Abilities	
Good interpersonal and communication skills	E
Commercially astute with an acute attention to detail	E
Well versed with Microsoft Office, specifically Word, Excel and PowerPoint	E
Strong financial acumen	E
Strong leader with the ability to successfully drive cultural change	E
Standards and quality driven management style	E
Knowledge	
Excellent working knowledge of the zoo community and relevant legislation	E
In and ex situ conservation programme initiatives	E
Health and safety operating procedures within a zoo environment	E
Recognised welfare, health and husbandry standards for YWP's animal species	E
Qualifications	
Diploma in the Management of Zoo and Aquarium Animals	D
Undergraduate qualification in a business management related discipline	D
Relevant scientific degree	E