

Job Description

WWT Animal Registrar and Administrator

Grade:6

Directorate: Operations/E&E

Location: Slimbridge/HQ

Reporting to: Head of Living Collections

Main function of post: To oversee and monitor all aspects of animal record keeping, licensing and animal transfers to ensure WWT remains compliant with current legislation. To provide administrative support to WWT Head of Living Collections and the centre-based Living Collections teams, and ~~technical~~ medical admin support to the veterinary team.

Supervisory responsibilities: Volunteers and training centre-based staff on record keeping.

Responsibilities of the post

1. Coordinate and develop WWT animal record management and reporting, both in terms of physical records and electronic data. A thorough understanding of appropriate databases, ZIMS and Excel, and their application in the zoo community is required. Ensure best practice in animal husbandry, animal health and grounds maintenance as ZIMS is upgraded and enhanced.
2. To co-ordinate all UK and non-UK animal transfers, managing the Animal Transfers spreadsheet and leading on the weekly transfers meeting. To be the primary point of contact for transfers, liaising with transporters, compiling documentation and procuring permits. To ensure all pre-movement screening and vet requirements for all animal transfers are delivered and signed off by WWT vets and HOLC via weekly meetings.
3. To act as main point of contact with Species 360 and ZIMS administrator for WWT. To manage accounts for users, provide training and support to centre-based Living Collection teams and the WWT Animal Health Team in the use of ZIMS, and create best practice guidance documentation. Monitor data entry consistency across all the Living Collection centres. Manage process of ZIMS annual subscription payments with the centres.
4. To assist the veterinary team with medical admin. Input all sample and test results in ZIMS Medical from clinical exams, routine and transfer screening. Setting-up and maintaining test panel profiles. Responsible for recording and data managing all gross Post-Mortem Examinations and histopathology results in Excel and ZIMS to enable the compilation of the annual mortality report,

ensuring digital copies of all PM exams are archived. Inputting medical histories and results from local vet practices, and training local vets in ZIMS use as required.

5. Manage all animal records both current and historical, paper and electronic, in line with WWT Data Retention Policy, ensuring ease of accessibility. Maintain backup digital copies of transfer paperwork for all centres. Ensure physical archival material is kept in good order and to digitise where possible.
6. To be the WWT expert on legislative and legal compliance issues affecting zoological collections, animal welfare, animal transactions and pest management; liaise with relevant Governmental agencies and authorities, and also to advise WWT Head of Living Collections and directorates as required.
7. To ensure WWT compliance with all legislation and permits necessary for keeping and transporting animals in accordance with, but not limited to, WATO, CITES regulations, UK animal welfare the EU Habitats Directive and the Wildlife and Countryside Act 1981.
8. As a member of WWT's Living Collections team, assist in the development and implementation of animal management policies and procedures including the development of national and centre-based collection plans, breeding plans, standard operational procedures (SOPs) and protocols, species husbandry manuals, COSHH and risk assessments in line with WWT policy, zoo licensing requirements and BIAZA Accreditation compliance.
9. Responsible for accurately compiling species holding data for all WWT centres and other necessary reports and data submissions as required by the Head of Living Collections and centre-based teams.
10. Attend the Pest Management Panel meetings, take minutes and input on legislative and licensing compliancy as required.
11. To act as the main point of contact with BIAZA and assist centres with completion of relevant submissions and surveys. To update and submit the BIAZA contacts list annually for centre and HQ staff. To attend the annual BIAZA Record Keepers Group conference and other seminars, meetings and training events as appropriate and agreed with the Head of Living Collections.
12. To work alongside volunteers encouraging, developing and supporting them in their work for WWT, ensuring that they have a positive volunteering experience.
13. To be responsible for working within the WWT Health and Safety policy and guidelines ensuring that the health, safety and wellbeing of yourself and others is an integral part of how you work.

14. To be responsible for engaging with the WWT Sustainability Statement, being aware of negative environmental impacts and incorporating sustainable ways of working within your role.
15. Adhere to WWT Data Protection policy and GDPR standards as an integral part of your work.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Date raised: June 2016

Amended: August 2026

Person Specification

1. Qualifications

Essential:

- Educated to A level or equivalent in a biological discipline or related field

Desirable:

- Current driving licence as the post will require travel to WWT sites and other locations from time to time

2. Experience

Essential:

- Demonstrable experience in a similar position within a zoological institution with a thorough understanding of record-keeping practices and data management
- Strong IT skills with proven experience using the MS Office suite of applications, especially Excel, Outlook and SharePoint
- High level of proficiency in ZIMS Husbandry and Medical coupled with ability to recommend best practice and resolve problems
- Excellent attention to detail, communication and organisational skills.
- Knowledge of animal transfer processes, licensing and legislation for legal compliance.
- Knowledge of modern zoo practice legislation.
- Experience of developing and delivering training

Desirable:

- Knowledge of taxonomy, biology and animal care across a range of species
- Experience in practical animal keeping of zoo/exotic animals
- Knowledge of medical terminology
- Knowledge of purchase ordering systems and recording expenditure
- Experience of using Government Gateway digital services

3. Managerial & Supervisory

Essential:

- Ability to set requirements for data collection and monitor performance against these requirements
- Ability to train others in specialist software and procedures
- Ability to manage their own workload and prioritise work directly associated to critical legislation, governance or legal compliance.

Type of staff	Number managed	Number supervised
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Employed Staff	0	0
Volunteers / Casual Workers	1-2	0
Contractors	0	0

4. Responsibility

Essential:

- The post-holder is expected to work with a considerable degree of independent action under a general work programme, and able to plan and prioritise own work and respond flexibly to competing priorities.
- Responsible for co-ordinating internal and external animal transfers and ensuring the processes are fully complete from initiation, sign-off, testing, paperwork, logistics, communications, through to completion
- Ability to record data accurately in the office environment and in the field, acting as scribe at bird catches across WWT sites as required
- Ability to manage and verify data to ensure the requirements of the Standards of Modern Zoo Practice and zoo licensing are met.
- Ability to perform with a high level of professional competence.
- Maintain an overview of the most current animal legislation governing animal moves; including CITES, TRACES, Border Control paperwork, Transport Licensing and correct animal identification is in order.

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Expenditure (exc. payroll)	£0
Cash Handling	£0
Assets (required for job, exc. buildings)	£0
Visitors (per annum)	N/A

5. Creative Ability

Essential:

- Ability to devise and coordinate systems for the accurate communication, storage and transfer of data – physical and electronic
- Ability to develop and implement training in accurate record-keeping and the use of ZIMS
- Have an ability to understand and explain complex legislation and deliver presentations on technical subjects both in person and via webinars
- Ability to provide written reports and updates for internal and external use, including for supporter development purposes

6. Contact

Essential:

- Clear, confident verbal and written communication at all levels
 - Serve as liaison with government agencies and external organisations such as BIAZA, Species360 ZIMS, APHA/CITES and DEFRA
 - Communicate clearly and concisely with zoological institutions, external and internal parties to ensure the smooth transfer of animals throughout the UK, Europe and rest of the world
 - Attend and contribute to departmental and directorate meetings
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General Notes

This position will occasionally be required to work during some evenings, weekends and public holidays to meet the needs of the post.