



Job Description

Collection & Grounds Supervisor **Grade: 6.**

Directorate: Operations.

Location: WWT Arundel Wetland Centre.

Reporting to: Collections & Grounds Manager.

Main function of post: To assist in all aspects of the Arundel WWT living collection and grounds areas, overseeing these areas in the absence of the Collections & Grounds Manager and ensuring compliance with the highest standards of welfare in accordance with zoo licensing regulations, WWT policies and procedures.

Supervisory responsibilities: Staff, casual workers, trainees, volunteers & contractors.

Responsibilities of the post

1. To work alongside the Collection & Grounds Manager, to ensure that Arundel Wetland Centre is complying with the Zoo licensing act 1981 by making sure that all animal husbandry and animal health care practices are in keeping with the UK Government's Modern Standards for Zoo practice. Specifically ensuring that the five provisions for animal care are met at all times.
2. To help prepare zoo license paperwork to include interim and full zoo license, as well as annual visits from the local authority. Annual stock submissions and regular contact and paperwork actions throughout the year with Arun district council.
3. To work with the Collection & Grounds manager, implementing best practice guidelines set out by the Head of Living Collections, following SOP's, undertaking training and preparing local guidelines.
4. To assist with implementing the Arundel Wetland Centre's Animal Collection Plan, in conjunction with the site Collection & Grounds manager and Head of Living collections.
5. To assist with the design and management of the enclosures, (water, land, vegetation and boundary features) for the benefit of the animals and the viewing public and ensuring that

animal populations in enclosures are maintained as designated by the Centre's Animal Collection plan

6. To oversee contractors and sub-contractors, in the absence of the Collections & Grounds manager following local Arundel policy, contractor RAMS and onsite works.
7. During the breeding season, to make sure high standards of best practice are followed including usage, understanding of incubators, egg manipulation and management.
8. To ensure high standards and best practice are followed for hand rearing, to include excellent observational skill and understand parent rearing and skills to ensure this is also a success.
9. Under the Collection & Grounds managers guidance, to ensure that all animal records are accurately completed to include keeping the international database for Zoo animal ZIMs up to date with all relevant data as well as extensive rearing records, feed logs and a comprehensive medical data base to include all veterinary medicines and courses of treatment.
10. To assist the Collection & Grounds manager with office administration, to include all aspects of ordering and receiving items such as veterinary medicines.
11. To work with the Collection & Grounds Manager and Reserves Manager to prevent animal escapes and to assist with predator and pest species control procedures in collection areas in accordance with legal and WWT guidelines and to ensure all electric fence lines, internally and externally are in good condition.
12. After training and with veterinary guidance be able to competently use Pentobarbitone.
13. To assist with the organisation of annual DVE and Ivomec vaccinating and worming protocols, requiring organisations of catch teams, H&S, external vets, records etc.
14. To be responsible for overseeing the collection and grounds team in the absence of the Collection & Grounds manager.
15. To ensure the health, safety and wellbeing of everyone in your department is an integral part of how they work, creating a safe environment for staff, volunteers and visitors by implementing WWT's health and safety policies and guidelines.
16. To ensure all machinery and tools are used properly and follow safety regulations.
Assisting with appropriate training and maintenance schedules to follow.
To ensure risk assessments are in date, up to date and followed at all times.
17. To ensure that the Collection & Grounds department engage and interact with our visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.

18. To promote public education and awareness in relation to the conservation of biodiversity, particularly by providing information to visitors about the species exhibited and their natural habitats in accordance with WWT Arundel objectives and WWT Engagement strategy.
19. To ensure that everyone in your department adheres to WWT's Data Protection policy and GDPR standards as an integral part of how they work.
20. To be aware of and progress with your line manager of the WWT Sustainability Statement. Being aware of negative environmental impacts and incorporating sustainable ways of working within your team.

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: November 2022

Amended: March 2026

Person Specification

1. Qualifications

Essential:

- Current driving license as the ability to travel to other locations is essential.
- Dart gun and or fire arms experience, proven license.
- LANTRA brush cutter and tractor certified.

Desirable:

- Higher National Certificate in Animal Care qualification.
- Certificate in rodenticide.
- Emergency first aid at work qualification.
- LANTRA Chainsaw certificate.
- ROSPA certificate, level 1.

2. Experience

Essential:

- Significant experience in a grounds and/or collection role
- Experience of supervising staff, casual workers and volunteers.
- Experience of using horticultural machinery (tractors, strimmers, mowers, hedge cutters etc).
- Experience in observational skills and detailed record keeping.
- Good IT skills including MS Excel, Outlook and Word.
- A knowledge of H&S at work.

Desirable:

- Experience of incubation and rearing techniques.
- Previous use of ZIMs.
- Knowledge of ex situ species conservation programs.
- Experience in the treatment of sick birds.
- Awareness of UK legislation, statutory guidance and codes of practice for wildlife management.
- Experience of working in a customer service environment.

3. Managerial & Supervisory Essential

- The ability to inspire and motivate a team in the absence of the department manager.
- Good work planning skills.
- An ability to work flexibly and often to tight time scales.

Type of team member	Number managed (No. of direct reports)	Number supervised
Employed staff	0	4
Volunteers	Up to 15	Up to 15
Casual Workers	0	6

4. Responsibility

Essential:

- Assisting with all aspects of the Collection & Grounds.
- Ability to act independently but also as a senior team member.
- Represent WWT Arundel when required.

Levels of Financial Responsibility:

Type of Responsibility	Level (£'s)
Expenditure (exc payroll)	None
Cash Handling	£150.00
Project Size (normally managed)	small
Assets (required for job, exc. buildings)	Up to £5k
Visitors (number per annum)	95,000

5. Creative Ability

Essential:

- The ability to help develop and implement Collection & Grounds plans.
- The ability to devise systems for monitoring and maintaining standards.

Desirable:

- A creative 'eye' to develop the collection to maximum effect for the presentation of the exhibits and for the public appreciation and engagement.
- The ability to translate concept ideas into working plans and execution.

6. Contact

Essential:

- Experience of giving presentations.
- Ability to liaise and manage contractors working in exhibit areas.
- Ability to communicate and engage at management level and working closely with other departments and outside bodies.
- Excellent communication skills, including public speaking.

Desirable:

- Media training or experience.
 - Accustomed to interface with the public, including handling of comments, complaints and incident management.
-

General Notes

This position will require work during evenings, weekends and public holidays to meet the needs of the post.

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 centre manager, from time to time.