



The zoo with a BIG difference

Australian Reptile Park Job Description Head Mammal and Bird Keeper– Full Time

Position Available: Head/Supervising Reptile and Spider Keeper

Institution: The Australian Reptile Park
Pacific Hwy,
Somersby NSW 2250
www.reptilepark.com.au

Reporting to: Manager Life Sciences

Reporting directly to the Manager of Life Sciences and Operations Manager, the successful applicant must be a strong team player, with the ability to follow instruction easily and work without supervision. The successful applicant will have a high level of motivation for this fast-paced position, be presentable with a high level of customer service. This includes the supervision of the day to day activities, Staff, living collection, WHS, and general duties required for department to move forward.

This position criteria includes:

Qualifications:

- Must have Senior First Aid certificate
- Driver's License class A

Technical Knowledge and Experience:

- 3-5 years of relevant zoo keeping experience and public speaking skills
- Two years of relevant supervisor/ management experience
- Animal husbandry skills, particularly with reptiles, consistent with the above level of experience

Skills:

- Fluent English language skills
- Strong leadership skills with an emphasis on motivation
- Excellent public relations and customer service skills
- Good written communication skills
- Effective time management skills
- Awareness of ARP Occupational Health and Safety principles

Pacific Highway, Somersby NSW 2250 • P. O. Box 737, Gosford, NSW 2250
Telephone: 02 4340 1022 • Facsimile: 02 4340 2990
www.reptilepark.com.au • Email: admin@reptilepark.com.au
ABN 87 003 138 047

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- Ability to work both independently and as part of a team
- Strong animal observational and problem-solving skills
- Public speaking skills consistent with the above level of experience
- High organizational skills

Key Responsibilities:

General:

- Provide strong support to the Manager of Life Sciences, Operations Manager, Duty Manager, and reptiles staff
- Maintain exhibits to a high standard in accordance with ARP exhibit design blueprints & principles
- Work within the available resources at the Reptile Park
- Undertake rubbish and litter control and ensure effective recycling
- Utilize interpersonal skills to foster a team spirit
- Maintain the aesthetics of ARP
- Regularly review and work within the budgets of the Reptile Section

Animal Husbandry:

- Provide high standards of animal husbandry to the nominated sections, reporting directly to the Manager of Life Sciences and Operations Manager
- Perform tasks related to animal husbandry, including but not limited to food preparation, cleaning, handling, monitoring, and browse cutting
- Construct and implement routines that achieve consistently high standards of animal care
- Ensure the highest level of care and maintenance for all animals under your responsibility at the Australian Reptile Park
- Provide accurate records of species numbers, codes, locations, movements, births, and deaths to the Manager of Life Sciences
- Conduct stock-takes of essentials in consultation with the Operations Manager

Venom Production Activities:

- Prepare and maintain milking equipment to a high standard
- Routinely carry out the milking of nominated venomous snake species and Funnelweb spiders for the production of anti-venom
- Process and store venom according to Australian Reptile Park policies
- Assist in the preparation of venom orders
- Maintain consistent records of venom production as required and directed by management

WH&S/Policies/Procedures:

- Provide a friendly and safe environment for the general public and staff
- Supervise work experience students, ensuring they meet ARP volunteer standards and OH&S requirements
- Ensure OH&S compliance and adhere to relevant acts and legislation
- Maintain equipment, machinery, and buildings to a high standard
- Follow all ARP policies and procedures
- Review and develop policies and procedures as needed

Shows/Roving/Education:

- Provide public and private demonstrations for school groups
- Carry out interactive activities as required, including roving, public demonstrations, events, externals, media engagements, birthday parties, tour groups, school shows, and visitor photo sessions
- Conduct public and private presentations to visitors and TAFE groups when required

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ARP Representation:

- Represent the Reptile Park at relevant conferences as discussed with the Manager of Life Sciences
- Represent the Reptile Park in the media as directed by the Marketing department

Human Resources:

- Prioritise daily work and provide instructions to others when necessary
- Communicate effectively with superiors and subordinates
- Supervise reptile keeping staff and work experience students, ensuring they meet ARP standards and OH&S requirements
- Conduct on-the-job training for staff and volunteers
- Coordinate the day-to-day running and organization of the reptile section
- Provide a leadership role in running the reptile section
- Collaborate with the Roster Manager to ensure all rosters are complete in advance, giving staff a minimum of two weeks' notice of their shifts

To Apply please go to the following link: <https://app.willotalent.com/invite/obEBhU/>

PLEASE NOTE: Only short listed applicants will be contacted

The Australian Reptile Park is an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, or disability status.

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