



ORANA

WILDLIFE PARK



McLeans Island Road • P.O. Box 5130, Christchurch 8542, New Zealand.
Phone + 64 3 359 7109 • info@oranawildlifepark.co.nz • www.oranawildlifepark.co.nz

POSITION APPLICATION PACK

ANIMAL KEEPER

Exotic Mammal Section

- Applications are open to candidates with 1-3+ years' animal husbandry experience.
- Full time permanent role, 40 hours per week, working 5 days on a set roster (TBC).
- Salary range for this position is \$50,000 to \$55,000 per annum.
- Uniform supplied and weekly Tool and Footwear Allowance paid.

ABOUT US:

Set in **180 hectares**, Orana Wildlife Park (Christchurch) is home to 1,000 animals representing over **90 different species**. Orana is owned and operated by Orana Wildlife Trust, a registered charitable trust and not-for-profit organisation. Orana is the only large New Zealand zoo that is not owned and operated by local government. The Park generates over 60% of its income through gate-takings and other trading activities.

Orana **contributes** internationally, nationally and regionally to nature conservation and delivers benefits socially, economically and environmentally for Canterbury. Operated as a charitable trust, we **connect** people with nature, educating and inspiring them to care about environmental and conservation issues, especially school children who will be the future caretakers of our precious biodiversity. The Park delivers **conservation** messages with take home action suggestions to its visitors. We are here for the **enjoyment** and well-being of the community and contribute to economic growth in Canterbury.

Conservation is a core part of our mission and the key reason Orana exists. Our team is privileged to be involved in Department of Conservation (DOC) **breed for release** recovery programmes for endangered native fauna (e.g. kākāriki karaka). Our on-site **habitat restoration** and predator pest control programmes provide a connecting wildlife corridor and safe haven for some of Canterbury's most threatened species. Orana participates in over 30 zoo-based **breeding programmes** for native and exotic species, in partnership with the World Association of Zoos & Aquariums (WAZA), the Zoo & Aquarium Association Australasia (ZAA), DOC and others. We are committed to continuing our efforts towards these breeding programmes into the future, particularly for the flagship species we hold (e.g. giraffe, cheetah and rhino).



Orana Wildlife Trust is committed to the conservation of wildlife diversity on this planet. Our aim, along with being dedicated to the conservation of endangered species and the welfare of our animals, is to provide education, recreation and enjoyment to the public.

ABOUT THE ROLE:

The position is for an Animal Keeper on our Exotic Mammal team, working a 5 day per week roster, covering one or more of our Carnivore, Ungulates and Primates sections. The working roster is yet to be determined, but this position will involve working at least one weekend day per week.

The key duties of the role are outlined below to provide insight to the day-to-day nature of work:

- Providing a **high standard of daily care** and welfare to a variety of animals, including feeding, behavioural observations, health checks, record keeping and administering medications.
- **Daily cleaning** of enclosures and storage areas.
- Implementing behavioural **enrichment and training** programmes.
- Conducting fun, informative and presentations to **educate and engage** our visitors.
- General **maintenance** of enclosures including basic fence repairs, trimming of vegetation, etc.
- Maintaining **safe practices** through following established protocols, safe work practices and animal well-being and security.

The salary for the position will be negotiated with the successful applicant in the range from \$50,000 to \$55,000 per annum. Salary will be dependent on skills and experience and a higher offer is possible for candidates with significant zoo-keeping experience.

ABOUT YOU:

We are looking for a suitably skilled, passionate and committed person to join our dedicated team. If you have the following attributes we would love to hear from you:

- A minimum of 1-3 years' of **animal husbandry experience** preferably in a zoo setting.
- A **qualification** in zoo keeping (or similar) would be considered an advantage.
- **Passionate** about animal care and welfare and a contributor to a positive work culture.
- Excellent **communication skills** that extends to all areas of our organisation.
- A **responsible**, mature attitude and a team player with great time management skills.
- A high level of **physical fitness** (due to the nature of the role and our large enclosure sizes).
- Some **practical skills** (e.g. fence repairs, working with basic tools, creative problem solving).
- **Flexibility** when working within and around other teams.
- A **full driver license** is required.

WHAT WE OFFER:

Orana is full of people who are passionate and dedicated to animal welfare, sustainability initiatives, community engagement and achieving conservation outcomes. As a member of our valued team we can offer you:

- Ample **free parking** on site.
- Orana is situated behind Christchurch Airport and **only 30 minutes** from the city centre.
- A set **rostered working pattern** (enabling work-life balance).
- An **additional 12 days** of holidays per annum in lieu of working statutory holidays.
- A **full uniform** is supplied plus a non-taxable allowance is paid weekly to cover footwear and a basic tool kit.
- **Free visits** to the Park for your family and friends and generous discounts on all purchases made in our gift shop.

HOW TO APPLY:

1. Complete our Orana Application Form. This can be downloaded from our website, or by contacting us directly (info@oranawildlifepark.co.nz or 03 359 7109).
2. Applications must be completed in full and must include a letter of introduction. CV's are welcome.
3. Return your completed documents by email (info@oranawildlifepark.co.nz), post (PO Box 5130, Papanui 8542) or in person.

Applications close on **Sunday 17th November 2024, 5pm**. All applications will be reviewed as they are received so don't delay.

EXTRA INFORMATION:

- *You must be a NZ/Australian citizen or hold/be eligible for, a NZ work visa to apply. We are willing to work with the right applicant to obtain a work visa if necessary.*
- *All successful applicants are subject to a pre-employment drug and alcohol test.*
- *Animal Keepers are required to be vaccinated against Hepatitis A, Hepatitis B and have a current Tetanus booster.*
- *Reliable transport is required to get you to the Park.*
- *If you are excited about this opportunity but don't necessarily have the required skills/experience, feel free to contact our team anyway. We would be happy to advise you.*

ORANA WILDLIFE PARK

POSITION DESCRIPTION

ANIMAL KEEPER

POSITION STATEMENT

The position of Animal Keeper carries significant responsibility for providing the day to day care and feeding of the animal collection at the Park. The Animal Keeper will have proven experience and/or expertise in many aspects of animal husbandry. The Animal Keeper will be required to work on some special projects in addition to regular Keeper duties.

RESPONSIBILITIES & REPORTING

The Animal Keeper reports to the appropriate Collection Manager (Manager of Exotic Species or Manager of NZ Native and Domestic Species) or their Assistant Manager as directed. Under the direction of their Manager, he/she/they may be responsible for maintaining an assigned section to a high standard. Although no other staff members report directly to the Animal Keeper, he/she/they may be responsible for the supervision of people on work experience or taking part in basic training.

The Animal Keeper will liaise daily with their Manager or Assistant Manager and provide written reports as required. Furthermore a high level of communication between the Animal Keeper and other team members is a requirement in order to ensure goals and objectives are being met.

DUTIES

Animal Duties:

- The Animal Keeper will ideally be assigned a specific section by their Manager. He/she/they may be required to rotate between several sections on a rostered basis.
- The Animal Keeper will be familiar with the diets of all animals on the assigned section(s), and with all procedures for diet preparation.
- The Animal Keeper will be familiar with the proper animal husbandry procedures and techniques for each section(s).
- The Animal Keeper will be familiar with all safety procedures and equipment and will be able to operate effectively and independently in the event of an emergency.
- The Animal Keeper will be called upon to effect routine maintenance to all facilities in his/her/their work area, and will be required to report all repair needs or ideas for improvements to their Manager.
- The Animal Keeper is expected to work effectively and efficiently with minimal supervision.
- The Animal Keeper may be required to attend workshops and conferences from time to time.

- The Animal Keeper's input will be sought regarding planning and implementing section improvements and new developments.
- The Animal Keeper will be required to deliver informative talks to Park visitors at public feeding sessions and during special Park tours.
- The Animal Keeper is encouraged to be actively engaged in working towards an animal husbandry qualification if they do not currently hold one.

Records:

- The Animal Keeper will be responsible for documenting any and all animal related data on the appropriate forms. This shall include but is not limited to (a.) all animal data (births, deaths, behaviour, etc), (b.) transfers, (c.) medical information, (d) maintenance.

Special Projects:

- The Animal Keeper will be required to undertake special projects. These projects will normally be directly related to his/her/their area of work and will be assigned by their Manager (with a timetable and deadline for each project communicated clearly). Upon completion, another project will be initiated.

Staff Duties:

- The Animal Keeper will be called upon to assist in supervising work experience persons and volunteers. He/She/They may be asked to assist in directing the daily work of volunteers and/or new Animal Keepers.
- As a key member of the Park's team, the Animal Keeper may be expected to assist as needed in other areas of Park operations as required.

GENERAL

- The Animal Keeper will fulfil a key role in the Animal Management Team at the Park.
- The Animal Keeper will present a positive professional attitude at all times. He/she/they will encourage and promote this attitude amongst other staff.
- The Animal Keeper may be required to undertake public relations work (e.g. talks to outside groups, behind the scenes tours, talks to school groups).
- Regular goals and objectives will be set for the Animal Keeper.
- The Animal Keeper may be required to undertake any other duties as assigned by the Park Management.



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CONFIDENTIAL APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR:

Where Did You Find Out About This Position? *SEEK, Trade Me, Other (please state):*

PERSONAL

Name: _____

Are you known by any other names? If so, what are they? _____

Date of Birth: ____/____/____

CONTACT DETAILS

Address: _____

Mobile: _____

Email: _____

WORK STATUS

Under what circumstances are you legally entitled to work in New Zealand? (tick one)

New Zealand or Australian citizenship Work Visa

If applying for work in New Zealand under a Work Visa, please state your Visa type and expiry date:

EDUCATION

Name of last education provider: _____

Qualifications earned (please include evidence of any qualifications listed in the application or accompanying CV):

Year: _____ Details: _____

Year: _____ Details: _____

Year: _____ Details: _____

Can you speak any other language?

YES

NO

QUALIFICATIONS

Do you have any other qualifications, certificates, etc?

Please describe the skills that you have which are relevant to the position.

EMPLOYMENT HISTORY

Current/Most recent employer details:

Company: _____

City: _____

Job Held & Main Duties:

Number of hours worked per week:

Dates/Length of Service: _____

Reason for leaving: _____

Do you consent to the Company contacting this employer for the purposes of reference checking?

YES

NO

Next most recent employer:

Company: _____

City: _____

Job Held & Main Duties:

Number of hours worked per week:

Dates and Length of Service: _____

Reason for leaving: _____

Do you consent to the Company contacting this employer the purposes of reference checking?

YES

NO

Next most recent employer:

Company: _____

City: _____

Job Held & Main Duties:

Number of hours worked per week:

Dates and Length of Service: _____

Reason for leaving: _____

Do you consent to the Company contacting this employer for the purposes of reference checking?

YES

NO

Please give details of any other job that may be relevant:

Do you have secondary employment?

YES

NO

If yes, please detail:

Please give the name, relationship, address, email and telephone numbers of **at least two referees**.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

<p>If your application were successful, when could you commence employment?</p> <p>____/____/____</p>



I consent to the Company seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released by them to the Trust for the purposes of ascertaining my suitability for the position I am applying for. I understand that the information received by the Trust is supplied in confidence as evaluative information, and as such will not be disclosed to me.

Signed: _____

Date: ____/____/____



GENERAL

Are you available to work the hours outlined?

YES	NO
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Are you prepared to work at other times if required?

YES	NO
-----	----

Have you been convicted of a criminal offence?

YES	NO
-----	----

Are you awaiting the hearing of charges in a civil or criminal court?

YES	NO
-----	----

Do you have a current full driver's license?

YES	NO
-----	----

Do you have any demerit points?

YES	NO
-----	----

What transport arrangements do you have to attend your place of employment?

MEDICAL

Do you consent to any occupational health monitoring if applicable to the job?

YES	NO
-----	----

Have you had any injury or medical condition caused by gradual process, disease or infection (for example hearing loss, occupational overuse syndrome) that may be aggravated or further contributed to by the tasks of the position?

YES	NO
-----	----

If yes, please specify:

YES	NO
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Have you claimed accident compensation in the last 12 months?

If yes, please specify:

Please state any serious injury you have suffered that may affect your ability to effectively carry out the duties of this position:

Do you have any other known conditions that may affect your ability to effectively carry out the duties of this position?

YES	NO
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If yes, please specify:

I consent to Orana Wildlife Trust seeking information on a confidential basis about me from the New Zealand Police, or any foreign police authorities if I reach the shortlist of applicants. The information sought is to be released to them for the purposes of ascertaining my suitability for the position for which I am applying. I understand that this information is to be treated as "evaluative material" and thus I have no claim for access to it. This consent is valid for two (2) months from the date shown below.

Signed by me this ____ day of _____, 20____.

Applicant(s) are required to pass a drug and alcohol test following a conditional offer of employment. Should I be offered employment with Orana Wildlife Trust, I consent to undergo a drug and alcohol test (at Orana Wildlife Trust's expense). This consent is valid for two (2) months from the date shown below.

Signed by me this ____ day of _____, 20____.

DECLARATION

_____(full name) declare that to the best of my knowledge the answers in this application for employment form are correct and I understand that if any false or deliberately misleading information is given, or any material fact suppressed, I will not be accepted, or if I am employed, my employment will be terminated. I also understand that the information requested within this application form is sought to establish my suitability for the position that I am applying, and that if I do not provide such information then this application for employment may be rejected.

Signed: _____
____/____/____

Date: