

Job Description

Post:	Assistant Animal Welfare Technician
Salary Grade:	Band 9
Responsible To:	Head of Department – Life Sciences

Key Purpose:

1	To comply with and respect the legal duty of care of all animals under animal health and welfare legislation; maintaining high standards of health, welfare and hygiene at all times.
2	To contribute to the curriculum needs of the animal care department; assisting with the development of the animal unit and the consistent following of practices / protocols.
3	To be committed to all aspects of training and professional development related to the animal industry and curriculum.

Responsibilities:

1	To participate in key college processes as required.
2	To act, at all times, in accordance with college policies e.g., Health and Safety, Equality and Diversity, Inclusion and Quality Assurance.
3	To work flexibly in the interests of the organisation as required.
4	To participate in performance reviews and to undertake staff development activities as appropriate.
5	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

Duties and Responsibilities:

a	Follow standard operating procedures to carry out routine husbandry of animals, always ensuring a high degree of animal welfare: preparation and delivery of approved diets, cleaning, maintaining, and design/development of animal accommodation, and ensuring conditions are suitable in terms of health and safety, and welfare.
b	Ensure a high degree of animal health by carrying out daily health and behaviour monitoring, maintaining reporting and records, and administering veterinary treatment directly as advised/instructed.
c	Ensure that the animal unit and associated areas are kept in a tidy and orderly state, in line with current industry and college standards.
d	Maintain the condition of materials, consumables, and equipment; to ensure safe use and availability to meet work and curriculum requirements.
e	Ensure that safe systems of working and husbandry best practice protocols/procedures are implemented. To be maintained across the unit in line with industry, legislative, and curriculum requirements. Reporting any accidents or incidents promptly and correctly in line with college procedures.
f	Assist the teaching team and unit manager to ensure the unit is a flexible and effective resource and is developed in line with industry, legislative, and curriculum standards and requirements.
g	Assist in promotional activities for the department, be able to contribute to college marketing and open events which may occur during evenings and at weekends.
h	Attend college-wide staff development activities to contribute to the improvement of student experience and outcomes, demonstrating a high degree of commitment, belief and pride in the college and the college's vision
i	Attend curriculum activities/meetings to seek new ways to improve the working and learning environment, providing creative and positive solutions to embedding the curriculum in the animal unit
j	Actively identify sources of self-development and opportunities for individual continued professional development (including industry updating), to keep up to date with developments within the sector. Developing links with local relevant industries and promoting the college.
k	Undertake any other similar duties of this level as required by the Animal Unit Manager and/or Head of Department.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign and date the job description:
Name of the post holder:
Line manager to sign and date the job description:
Name of the line manager:

Person Specification – Assistant Animal Welfare Technician

		Essential	Evidence		Desirable	Evidence
Qualification	1	Literacy Level 2	Application	a	Degree or equivalent in animal related area	Application
	2	Numeracy Level 2				
	3	IT Level 2		b	Teaching / assessing qualification	
	4	Level 2 (or equivalent experience) in an Animal related subject				
Professional Development	5	Evidence of ongoing industry development	Application			
Experience	6	Experience of working in the animal care sector in a practical role	Application / Interview			
	7	Experience of maintaining stock				
	8	Experience of administering basic health care and medical treatments for animals				
Knowledge	9	High standard of animal knowledge for a range of animal species	Application / Interview			
	10	Knowledge of current animal health and welfare legislation				
	11	Basic Animal First Aid				
	12	Relevant health and safety knowledge and implementation and monitoring				
	13	Knowledge in the usage and maintenance of animal material and supplies				
Skills / Qualities	14	Excellent interpersonal, communication and organisational skills	Application / Interview			
	15	Ability coordinate and motivate students				
	16	Good negotiating skills				
	17	Ability to work on own initiative				
	18	Good communication				

		skills – oral, written and IT		
	19	Excellent organisational skills		
	20	Good interpersonal skills		
	21	Able to keep calm in difficult situations		
	22	Able to work effectively and efficiently		
	23	Ability to build good relationships with students and staff		
	24	Flexible approach to work		
	25	Attentive to Animal needs		
Other	26	Strong values and commitment to the college's ethos	Application / Interview	
	27	Demonstration of proactive support for equality, diversity, and inclusivity		
	28	A commitment to safeguarding and promoting the welfare of students		
	29	DBS Check acceptable to college will be undertake for successful candidates	Appointment	