
POST TITLE:	Animal Units Supervisor
LOCATION:	Craven College, Skipton (Multi-site)
CONDITIONS:	APT & C Terms and Conditions
HOURS:	37 hours per week
GRADE/SALARY:	APT & C Scale 5 Points 22 - 25 £19,856 - £21,806 per annum
DIRECTLY RESPONSIBLE TO:	Centre Manager Animal, Equine Studies and Engineering
SPECIAL CONDITIONS:	<p>This position is subject to a probationary period of 6 months, upon successful completion of which the position will become permanent.</p> <p>A full enhanced Disclosure check will be required via the Disclosure and Barring Service for this post.</p> <p>An additional financial incentive to be agreed based on agreed commercial targets</p>
RESPONSIBLE FOR:	Animal and Equine Technicians
CLOSING DATE:	Monday 8 January Midday
INTERVIEW DATE:	TBC
POST NO:	B852

BACKGROUND:

The School of Land-based Studies and Engineering is located jointly within Skipton's Livestock Auction Mart alongside a variety of land-based businesses, and up at the main Aireville Campus. A wide range of land-based qualifications are offered from entry level up to level 4 both here and at venues throughout the region. Much practical work takes place both on and off-site and within the College's workshops, equine, horticulture and animal units. The College's purpose built Animal Unit is due to be completed at Easter 2018. The specific design integrates provision for housing, husbandry and health of Invertebrates, Amphibians, Reptiles, Small Mammals, Birds, Fish and Nocturnal species. There is considerable scope to develop the Animal Studies area and extra-curricular commercial activities, which is specific to this post. With around 100 full-time Animal Studies students, the College currently offers full and part time courses in Animal Care and Management.

<p>"If you experience any difficulties in accessing any employment information or completing the College application form please contact Clare Baker (Assistant Human Resources Manager) at cbaker@craven-college.ac.uk for assistance"</p>
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JOB SPECIFICATION

MAIN JOB PURPOSE

To be responsible for the management and general maintenance of the Animal Unit, including technical aspects of running the Unit, welfare and security of animals, resources and facilities used for teaching purposes, ensuring an efficient and effective service. To develop the Animal Unit as a viable commercial centre.

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- Undertake responsibility for the day to day management of the Animal Unit, including management of breeding programmes, and ensure the collections maintain a suitable number and variety of animals for teaching and commercial purposes;
- Demonstrate and give practical instruction in animal care and related topics as required;
- Develop, monitor and maintain accurate relevant records of all activities in relation to the successful, safe operation of the unit, in line with legal requirements;
- Ensure all facilities comply with relevant legislation and licensing, with particular regard to health and safety and safeguarding;
- In conjunction with Centre Manager and Head of School, support the development the facilities and the animal collections to provide innovative centres of learning and activities that actively contribute to the commercial activities of the area;
- To discuss and agree commercial targets with the Head of School;
- Ensure that industry standards are implemented throughout the area;
- To be responsible for the supervision of the Animal and Equine Technicians to ensure consistently high standards of animal husbandry, welfare, housekeeping and maintenance;
- Maintain animal accommodation and related equipment to appropriate levels and maintain high standards of animal health throughout the area;
- Ensure all relevant consumables required by the Animal Unit are regularly monitored and replenished;
- In conjunction with Centre Manager and Head of School develop and implement business forecasts and plans specifically in relation to the Animal Unit commercial enterprises;
- Monitor and implement animal care routine duties for students during term time and College holidays;
- Implement and monitor an annual schedule of grounds maintenance for the Animal Units' outdoor facilities;
- To act as the main point of contact with academic staff, to ensure consistency of support for teaching at all levels and learning facilities to industry standards;
- Support the Head of School and Centre Manager in the development of new full-time, part-time or short course programmes and the revision of existing syllabuses, in liaison with academic staff, industry bodies and business;

- Assist in research and development activities associated with the work of the College and its various initiatives;
- To support the Head of School with HE student dissertations and projects and any other research work undertaken by the School;
- Ensure that Health and Safety policies and regulations for the practical and technical facilities, workshops machinery and other physical resources, are adhered to by staff and clients of the College;
- Manage the facilities for effective participation in all College open days and events;
- Participate in and contribute to the planning of College promotional/marketing activities including attendance at careers events when appropriate, in close conjunction with the Marketing Manager;
- Maintain and develop links with industrial, professional and educational contacts so as to promote the work of the College through partnerships and maximise opportunities;
- You will be expected to be fully conversant with the college's range of equality and diversity and safe guarding policies and procedures, to ensure the health, safety and welfare of all learners and staff;
- To ensure that interaction with learners is inclusive, paying attention to specific needs identified by the tutor and through assessment, being mindful of cultural or sex differences.

PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS
EXPERIENCE	Broad practical experience in a range of Animal Care activities. Leading a team Budget management.	Teaching or training experience.
QUALIFICATION/ TRAINING	Level 3 Animal Care related qualification.	Level 5 Animal Care related qualification. Driving Licence. Health and Safety qualification.
SPECIAL KNOWLEDGE	A sound knowledge and understanding of Animal Care and welfare. Knowledge and experience of Animal management curriculum. Conversant with relevant research. Understanding of equal opportunities issues in an educational context. Child Protection Issues. Knowledge of business enterprise.	Knowledge of the Further Education and Higher Education sectors.
SKILLS	Excellent verbal and written communication skills. Excellent interpersonal skills. Team working skills. Able to work on own initiative. Innovation skills. Competent with IT Able to form and maintain appropriate relationships and personal boundaries with young people. Effective leadership. Commercial enterprise.	
DISPOSITION	Flexible approach. Self-motivated. Enthusiastic. Motivation to work with children and young people of all abilities and backgrounds.	Emotional resilience in working with challenging behaviours and appropriate attitude in using authority to maintain discipline.

