

Role Description

Role Title: Animal Centre and Live Stock Manager	Pay Grade: 8
Normal Place of Work: South Bristol Skills Academy	Line Manager: Head of Department
Normal Working Hours: 37	Responsible For: Animal Care Technicians

ROLE PURPOSE

The post holder will be required to manage a Team of Professional Services staff who carry out technician role within Animal Management provision. The Post Holder will be responsible for daily planning, organisation, supervision and administration of activities for the animal management provision. The Post holder will provide and interpret records and management information ensuring that the maximum value of the operations for the Colleges' teaching is delivered.

As manager you will ensure that the facilities meet health and safety compliance as well as ensuring that the resources are well maintained to support the curriculum need. The Post holder will be the designated contact person for the Fire Rescue service in the event that the Fire Rescue Service wish to take advice to respond to an incident at the South Bristol Skills Academy.

The Post Holder will be responsible for ensuring that all relevant live stock is registered with Defra and all livestock feeding and welfare records are maintained and updated on the online system.

Working hours will be Monday to Friday, but could include an evening and / or a Saturday and/ or Sunday to support the Operational need of the animal management provision and / or student recruitment events.

PRINCIPAL ACCOUNTABILITIES

1. To manage both the Indoor Animal Centre and the Outside Animal Care provision.
2. To manage a team of Animal Care Technicians to ensure that sufficient cover is in place to manage and monitor the welfare of all livestock for 365 days of the year.
3. Advise the Programme Manager, Head of Department and Director of any changes of legislation.
4. Ensure physical records (livestock, animal care resources and provisions) are maintained and accurate and are used effectively to support the curriculum need.
5. To manage, monitor and review health and safety practice in all aspects of the services, including risk assessments, to ensure full compliance with policy, procedure and statutory requirements. Responsible for:
 - a. Safety, health and wellbeing of the animal care technician team.
 - b. Providing safe equipment and machinery
 - c. Safe storage and handling of substances
 - d. Maintaining a safe work environment
 - e. Consulting with staff
 - f. Keep adequate records including information on risk assessments, data product sheets and safe systems of work.
 - g. Ensuring accidents/incidents are reported and recorded in compliance with the Health & Safety Policy
 - h. Local health and safety audits
6. To work with the Teaching team to ensure the animal management provision is a flexible and effective resource in it's use for practical sessions.
7. To assist with student practical sessions delivered by the teaching teams and supervise students.

8. To ensure the maintenance of all animal management provision are kept in a tidy and orderly state.
9. Order supplies and services within budgetary guidelines using the colleges' finance systems.
10. To support marketing events to promote the animal management curriculum at the college.
11. To be on call for out of hours emergencies.
12. Undertake ad hoc projects, as directed and contribute to cross-college working groups.
13. Work innovatively and creatively to achieve objectives and deliver an outstanding quality customer service.
14. Work towards and support the College's vision and the objectives.
15. Ensure personal conduct complies with the requirements of the financial regulations and strive to ensure that the college receives best value in all activities.
16. Act responsibly in using resources and contribute to, and comply with, efforts and initiatives to reduce carbon emissions.
17. Promote and safeguard the welfare of children, young persons and other vulnerable people for whom you are responsible and whom you come into contact with.
18. Reflect critically on own professional practice and discuss annually, at performance review, how performance can be improved and where appropriate agree what actions can be taken for further improvement.
19. Undertake such other duties as may reasonably be required commensurate with the general level of responsibility, at the normal place of work or at any another College location.
20. Ensure personal conduct complies with the requirements of the financial regulations and strive to ensure that the college receives best value in all activities.
21. Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.

Key Relationships

All posts within the College require a high degree of team working. In particular, the postholder will need to develop and maintain key relationships, including:

<ul style="list-style-type: none"> • College Leadership Team 	To work effectively with all members in a way that is consistent to the College values
<ul style="list-style-type: none"> • External Customers and Partners, including employers and parents 	To enhance the reputation of the college as a provider of choice and to utilise customer and partner feedback to inform the college's future curriculum strategy.
<ul style="list-style-type: none"> • Schools and universities 	To share information and engage potential students and progressing students in an impartial dialogue about future options and routes to employment through education and training

Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College

- Promote the College's student first ethos by supporting at College open events to provide a quality experience for perspective students
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations
- To actively promote and adhere to agreed College values
- To engage in implementing changes, promoting innovation
- To participate in the College Annual Appraisal Process, contributing to a culture of self-reflection on practice and continuous professional development
- To facilitate the achievement of the College's quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level of post

Values

To role model the College values of: Inclusivity, Respect, Ambition and Honesty

Behaviours

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improving.

Safeguarding

City of Bristol College is committed to safeguarding children and vulnerable adults. All new employees to the College are required to complete and obtain an enhanced DBS disclosure.

Further information will be sent to all prospective staff as part of the application process

Person Specification

	Essential	Desirable	How assessed*
QUALIFICATIONS			
GCSE at levels A - C including Maths and English or equivalent	✓		AF/Cert
Degree or equivalent level qualification in Animal Management	✓		AF/Cert
Qualification within Health and safety		✓	AF/Cert
Qualification in First Aid		✓	
Level 5 Qualification in Leadership and Management		✓	
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Demonstrate success in working in industrial, commercial, educational or public sector experience relevant to the post	✓		AF/IV
Understand Legislation appropriate to the sector	✓		AF/IV
Experience of writing and reviewing Risk assessments for products / chemicals in line with COSHH	✓		AF/IV
Experience of writing Safe systems of work for practices relevant to the sector	✓		AF/IV
Experience of placing orders for stock using an electronic purchasing process		✓	AF/IV
Understand and follow college policies and procedures	✓		AF/IV
Experience working with a range of office software, including word-processing, spreadsheet, database and email in a busy environment	✓		AF/IV
An understanding and commitment to equality and diversity.	✓		AF/IV
Ability to demonstrate strong organisational and administration skills.	✓		AF/IV
Knowledge of FE or HE sector.		✓	AF/IV

Supervision of staff in a previous or similar role	✓		AF/IV
SKILLS AND ABILITIES			
Good analytical skills.	✓		AF/IV
Excellent verbal and written communication skills.	✓		AF/IV
Strong IT skills, familiar with Microsoft Office applications.	✓		AF/IV
Highly organised and able to prioritise and meet deadlines in a busy working environment with possible conflicting priorities.	✓		AF/IV
Able to work in a team.	✓		AF/IV
Effective customer service skills.	✓		AF/IV
Excellent interpersonal skills.	✓		AF/IV
Ability to successfully demonstrate a proactive approach to work.	✓		AF/IV
You should be flexible and be able to work with a minimum of supervision.	✓		IV
A standard 37 hours a week is in operation but at times during the year this may need to be exceeded, time off later will be allowed.	✓		IV

***Assessment method:**

AF = Assessed via application form

AT = Assessed via test/work-related task

IV

=

Assessed via interview

Cert

=

Certificate checked at interview

Signed**ACorbett**.....

Date**13.06.2024**.....