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| **Animal Collections Manager** |

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| **Reporting to:** | Curriculum Manager (Animal Management) |
| **Working Hours:** | Full time (variable but averages 37 hours per week) |
| **Salary:** | £19,687 - £26,164 (Scale point 19 to scale point 24) |
| **Annual Leave:** | 30 electable days, 8 statutory days |

**Job Purpose**

To plan, manage and monitor the activities of the Animal Management Centre to ensure that it operates to the highest of industry standards and delivers an outstanding educational experience which inspire students to achieve. This role will be key in further developing the collection and future commercial opportunities to raise the profile of the College’s reputation as an exemplar facility.

1. **Duties and Responsibilities of the Job**

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| 1. Implement the agreed strategy for the Animal Management Centre (AMC) to a high standard. |
| 1. Ensure an excellent range of practical provision and promote outstanding standards to ensure that the Animal Management Centre (AMC) provides an ideal learning environment for course provision for our students. |
| 1. Organise, oversee and monitor the supervision of the routine duties/practical sessions of students and liaise with tutors concerning the assessment of student skills through the formal College procedures/routes. |
| 1. Motivate, encourage, and coach students to enable them to build upon and develop their practical skills in line with industry standards. |
| 1. Maintain appropriate discipline levels in both staff and students when working in the AMC and ensuring safe practice at all times. |
| 1. Lead, manage and coach the AMC staff to ensure the Centre provides an excellent educational opportunity, sets exemplary industry standards and maintains high standards of Health & Safety, cleanliness, hygiene and presentation. |
| 1. Ensure the licensing and ethical purchase of all animals used in connection with curriculum activity. |
| 1. Work with all staff to ensure the best possible bio-security arrangements at all times. |
| 1. Provide clear strong management of AMC staff ensuring all aspects of roles and responsibilities are adhered to. Maintain this through effective induction, monitoring, appraisal and performance management of staff. |
| 1. Manage the rota to ensure that all duties, academic and commercial requirements and cross-college promotional activities are met. |
| 1. Develop, implement and monitor safe systems of work undertaken by AMC staff and students. |
| 1. To schedule all work in the AMC to ensure high standards of animal welfare and presentation. |
| 1. Maintain and keep up to date the records and appropriate documentation associated with all Animals on the AMC to ensure full legislative and health and safety compliance. |
| 1. Work with the College staff to develop commercial and full-cost activities within the AMC. |
| 1. Develop and maintain relevant industry links in coordination with the Curriculum Manager |
| 1. Actively manage the AMC budget against agreed income and expenditure targets and ensure College resources are deployed effectively and efficiently to meet the demands of the business. |
| 1. Ensure that stock levels of feed, bedding, equipment and other materials are appropriate to the needs of the teaching activities and to ensure the welfare of the live resources. |
| 1. Ensure that the AMC premises are kept secure, and to lock/unlock facilities as necessary according to College activities. |
| 1. Undertake any other reasonable duties from time to time commensurate with the grade of the post as requested by the Head of Faculty or Senior Management Team. |

1. *Continuous Professional Development*

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| 1. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice. |
| 1. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance student experience. |

**Qualifications / Skills / Knowledge / Qualities**

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

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| **Essential criteria for the post** |
| Must have a minimum of a Degree qualification in a relevant subject |
| Substantial experience in the Animal Industry. |
| Strong record keeping skills with high levels of attention to detail. |
| Must have strong people management skills. |
| Clear verbal communication skills to enable the smooth running of the AMC and support for students. |
| Must have strong budget management skills. |
| An ability to be self-managed and work alone from time to time. |
| High professional standards in work and behaviour and demonstrate best possible practice. |

**CONDITIONS OF EMPLOYMENT**

**Teaching**

This is a management post with some teaching of routines and practical sessions in the AMC. The post-holder may be required to cover other teaching absences within the faculty on an emergency basis.

**Working Hours**

Basic working hours are from 08.30 to 17.00 Monday to Friday and weekends on a rota basis with some flexibility required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support departmental activities, and whole college recruitment and promotional events.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, plus 8 bank holidays. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year.

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’.  There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal