



**Located in the picturesque village of Woburn, Bedfordshire; Woburn Safari Park is home to some of the world's most magnificent and endangered animals. Today it forms part of the Bedford Estates, which also includes Woburn Abbey, Woburn Golf Club and The Woburn Hotel.**

### **Experienced Animal Keeper - Elephants**

Woburn Safari Park is currently looking to recruit an experienced Animal Keeper to join the Elephant team.

Woburn's Elephant Herd consists of 4 Adult Asian elephants and our juvenile, which are managed primarily in free contact.

Duties will include daily husbandry and management of the elephants including training, washing and exercising. The successful applicant will be required to work as part of a close knit team and will be able to demonstrate the good communication skills required for regular elephant presentations and special experiences.

The ideal candidate would be required to have the following;

- Experience working with free contact with elephants preferable, but not essential.
- Experience working with animals in a zoo environment or similar.
- Work well within a team and be able to supervise and develop work experience students.
- Flexible approach to work and working hours.
- Current full driving licence.

The position is full time working 5 days out of 7. As this will include regular weekend working, a flexible approach to days / hours will be required.

For further information and details on how to apply, please visit our website:

<https://www.woburn.co.uk/job-vacancies/vacancies/>

**Closing date: Sunday 22<sup>nd</sup> September 2019**



## **JOB DESCRIPTION**

<b>Job Title:</b>	Elephant Keeper
<b>Reporting to:</b>	Head of Section
<b>Key Contacts:</b>	Deputy Head of Section Managing Director – Woburn Safari Park
<b>Job Level</b>	A

### **Purpose of Position**

To ensure safe and efficient animal husbandry is practised at all times. The post-holder will be expected to report and advise on husbandry and staff safety matters, via Head of Section and/or Deputy Head of Section. Responsible for ensuring the Department's and the Park's Objectives are the driving force behind all activities within the Elephant Section including ensuring the best possible customer experience is delivered.

### **Tasks and responsibilities**

- To maintain standards of husbandry and animal care as set by the Head of Section.
- To ensure the visitor experience including 'special visits' are exceptional within the constraints of the resources available and to support the culture of delivering exceptional customer service
- To ensure the most effective use of all resources at all times, both financial and otherwise.
- To ensure health and safety standards and associated administration is maintained to a high standard by adhering to protocols, following risk assessments and identify and communicating any potential problems/risks to Head of Section and Deputy to ensure they can be avoided.
- To ensure adequate administrative records are kept in conjunction with the Head of Section and Deputy Head of Section.
- To identify and advise the Head of Section on potential improvements possible within the animal department.
- To undertake any and all practical work within the animal collection as directed and in accordance with the appropriate protocols.

- To support the culture of delivery of exceptional customer service.
- To undertake tasks as directed by the Management Team
- To ensure a high standard of personal hygiene and appearance at all times.

## **GDPR**

- Comply with the data protection policy and follow the procedures and guidelines in place.
- Stay up to date and inform line managers of any concerns with potential gaps in training, knowledge and procedures.
- Undertake personal data processing according to agreed standards and procedures.
- Access only the data permitted to access and notifying IT if you can access other data.
- Gain approval from line managers to remove data from The Bedford Estates systems.
- Ensure retention schedules (governing the length of time documents are stored) are adhered to regardless of whether the personal data sits in email, the business filing structure or third party software.
- Report data loss immediately.

## **Other**

- To comply with any reasonable instruction issued by your Manager.
- To attend training courses which are identified as being necessary for the performance of the job roles.
- To be fully conversant with the Estate Handbook and supporting policies, including Health & Safety legislation, personal presentation and fire and emergency procedures.
- Changes in the business may occasionally require alterations in this job description and these will be agreed with the post holder as appropriate.

I understand and agree to the duties and responsibilities as outlined in the job description.

Employee's Signature..... Date.....