

Post Title	Animal Units Supervisor
Location	Craven College, Skipton (Auction Mart Site)
Rate of pay	APT & C Scale 5 Points 22 - 25 £19,856 - £21,806 per annum
Hours	37 hours per week
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>
Closing Date	Sunday 2 June 2019
Interview Date	TBC
Post No.	B900

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk

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

- Broad practical experience in a range of Animal Care activities
- Experience leading a team and budget management
- Level 3 Animal Care related qualification
- 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

DESIRABLE REQUIREMENTS

- Teaching or training experience
 - Level 5 Animal Care related qualification
 - Driving Licence
 - Health and Safety qualification
 - Knowledge of the Further Education and Higher Education sectors
 - Emotional resilience in working with challenging behaviours and appropriate attitude in using authority to maintain discipline
-