South West Environmental Parks Ltd
Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Team Leader</th>
<th>Department:</th>
<th>Conservation Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team:</td>
<td>Botanics</td>
<td>Reports to:</td>
<td>Deputy Curator</td>
</tr>
<tr>
<td>Prepared by:</td>
<td>Director of Conservation &amp; Education</td>
<td>Date:</td>
<td>June 2020</td>
</tr>
</tbody>
</table>

**Purpose of the position:**
To lead and supervise the team on a day to day basis ensuring compliance with Wild Planet Trust systems and policies.
To assist the Deputy Curator in achieving effective management of the collection and the team.
To provide a positive guest experience to all zoo visitors.

**Education Required:**

| School: | |
| Further education: | |
| Professional qualification: | L3 or above in Horticulture or equivalent qualification. |
| Experience required: | Significant supervisory or management experience essential. |
| On the job training: | Site specific training. |

**Supervision of Staff:**

| Type received: | End result supervised |
| Supervision given: | Senior Gardeners, Gardeners, Volunteers and Students |

**Scope of Position e.g. summary of key tasks, decision making, problem solving**
- To provide leadership and supervision of the team
- Daily decision making including husbandry decisions and staff duties.
- To monitor and ensure compliance with all relevant H&S systems and procedures.
Team Leader

Key Duties:

- To oversee the day to day management of the team, including HR responsibilities, e.g. rotas, timesheets, absence, performance.
- To ensure staff are fully trained and records are maintained.
- To ensure all staff are supported through regular one to ones, PDR’s and other relevant support.
- To ensure gardens are well maintained and walkways are clear.
- To support the Deputy Curator to establish new exhibits and develop to existing exhibits.
- To assist the Registrar in maintaining the relevant database.
- To monitor work areas, perimeters and trees and report any issues or defects.
- To ensure completion of all audits as instructed by the Deputy Curator.
- To ensure all staff are aware of animal procedures and their role within this.
- To support the Deputy Curator and Senior Curator to ensure that all health and safety documents and procedures are in date and staff are correctly following these.
- To report all incidents and near misses to the Deputy Curator.
- To report any equipment faults or servicing requirements to the Deputy Curator.
- To undertake legionella tap flushing and other routine checks as required by the Deputy Curator or Senior Curator.
- To coordinate purchasing for the section as directed by the Deputy Curator.
- Supervise health and safety requirements and ensure team members follow the company safe systems of work and other relevant policies and procedures.
- To represent SWEPL at relevant national and international events such as BIAZA and EAZA meetings, and symposia.
- To work with other departments in achievement of the Wild Planet Trust mission and aims.
- To carry out any further duties as required by the Deputy Curator or any member of the Senior Management Team.

Please sign to acknowledge receipt of job description.

Signature: ______________________________________

Employee Name: ________________________________ Date _____ / _____ / _____

(PLEASE PRINT)