

POSITION DESCRIPTION





Bundaberg Regional Council has a vision 'To Build Australia's best Regional Community'. This position description outlines the values that underpin this vision and an overview of the general duties and responsibilities required in this role.

Overview

Position Title:	Zoo Volunteer
Position Number:	N/A
Employment Location:	Bundaberg Zoo
Community & Environment	Community and Environment
Branch:	Parks, Sport & Natural Areas
Industrial Instrument:	N/A
Classification Level:	N/A
Position Status:	Volunteer
Accountable To:	Zoo Group Supervisor
Aim of Position:	The focus of this position is to support the operations of Alexandra Park Zoo. The work of a volunteer may include a range of activities including animal husbandry, diet preparation, general maintenance, enrichment, and assisting zoo staff with duties. This is an unpaid position.
Document Last Reviewed:	4/07/2019
Job Dictionary:	MD-7-641

Council Values

Bundaberg Regional Council's culture is driven by the following values:

 <p>Communication and leadership</p> <p>Inspire and actively support the Council, our colleagues and our community to excel.</p>	 <p>Sustainability</p> <p>Engage with stakeholders in making decisions that will protect and enhance our community's future.</p>
 <p>Respect</p> <p>Act ethically, honestly, respectfully in building complete trust and confidence.</p>	 <p>Customer focus</p> <p>Foster a 'can do' attitude committed to meeting the needs of all customers.</p>

Incumbents Initials

 **Teamwork**

Connect passion with purpose in working as one team with one vision.

 **Innovation**

Embracing new ideas and new technologies to continually adapt and improve.

 **Safety and wellbeing**

Ensure safety and wellbeing for everyone through safe work practices, vigilance and awareness.

Key Responsibilities

ALL VOLUNTEERS WILL BE REQUIRED TO:

1. Undertake all relevant tasks related to animal husbandry and welfare under supervision by experienced staff
2. Work as a team to ensure comfort and safety of patrons
3. Be a point of contact for patrons for enquiries and provide exceptional customer service
4. Take direction from supervising staff
5. Hold a current Working with Children blue card
6. Ensure health, safety, policies, procedures and licensing regulations are complied with
7. Adhere to Bundaberg Regional Council's Code of Conduct and dress code
8. Complete a Volunteer Agreement, a Confidentiality Agreement and a Code of Conduct agreement before starting the position
9. Undertake other reasonable duties and tasks requested by Management within the volunteer's capabilities, including additional duties

Positions will be filled based on the volunteer's interests, skills and attributes. Volunteers undertaking a relevant tertiary course requiring regular ongoing practical experience will be given preference for volunteer positions.

All volunteers will undergo a probationary period on appointment.

Volunteers are covered under Bundaberg Regional Council's Volunteer Insurance Policy.

Position Requirements - Qualifications and Experience:

Mandatory:

- Able to undertake physically demanding outdoor tasks
- Vaccinations – tetanus and influenza
- Working with Children Blue card

Desired:

- No formal qualifications required, however preferences will be given to those completing a tertiary qualification
- Previous experience of working in a captive animal facility (such as a zoo, wildlife park, pet shop, etc) would be beneficial
- First Aid certificate (desirable)

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Organisational Capabilities – Individual Employees (Leading Self):

The capabilities for all roles are obtained from the Capability Framework which describes key behaviours required at all levels and roles across Council. There are four mandatory capabilities that are required in all roles – building relationships, customer focus, safety and professionalism and job requirements.

Capability	Descriptors
Building relationships (mandatory)	<p>Engage people to build positive relationships:</p> <ol style="list-style-type: none"> 1. Puts themselves in other people's shoes to accept and value different thinking 2. Uses sound communication skills of active listening, paraphrasing to check for understanding, and appropriate language depending on the audience 3. Quickly assesses the emotions of colleagues around them and then adapts words, tone and gestures accordingly
Customer focus (mandatory)	<p>Focuses on customers:</p> <ol style="list-style-type: none"> 1. Actively works to understand customers and stakeholders 2. Engages customers in a friendly and appropriate manner 3. Shows respect for customers and stakeholders
Safety and professionalism (mandatory)	<p>Models safe, professional and ethical behaviour:</p> <ol style="list-style-type: none"> 1. Identifies safety issues and problems, takes and monitors corrective action 2. Is consistent in word and actions 3. Is viewed as trustworthy, honourable and truthful, and respectful of the view of others 4. Able to understand, monitor and channel their own emotions in a positive way whilst staying true to self
Job requirements (mandatory)	<p>Applies knowledge and skill:</p> <ol style="list-style-type: none"> 1. Able to evidence knowledge appropriate for their role 2. Demonstrates strong skills in their functional area 3. Committed to maintaining a high standard of practice in their role
Cross-organisational thinking	<p>Understands how their work makes a difference to Council:</p> <ol style="list-style-type: none"> 1. Can describe the vision and purpose for their direct area 2. Able to describe how their work contributes to organisational objectives 3. Considers wider organisational objectives when making decisions and performing their work
Leading people	<p>Supporting others:</p> <ol style="list-style-type: none"> 1. Provides considered and supportive feedback to other team members and colleagues
Developing people with a one team focus	<p>Supports others' capability development:</p> <ol style="list-style-type: none"> 1. Readily shares their knowledge and experience 2. Acts as a coach, mentor, role model and sounding board for others
Driving people's performance	<p>Focuses on performance:</p> <ol style="list-style-type: none"> 1. Seeks to understand tasks, asks questions and knows what is expected of them 2. Approaches challenging work situations with positive energy 3. Sets priorities and organises self to meet work deadlines 4. Reports progress and any potential delays of issues which may impact on others
Managing stakeholders	<p>Manages internal and external relationships:</p> <ol style="list-style-type: none"> 1. Written and verbal communication is clear and concise 2. Listens to other actively and attentively 3. Demonstrates a friendly and engaging interpersonal style

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	<ol style="list-style-type: none"> 4. Builds networks with peers 5. Works collaboratively with others
Decision making	<p>Makes sound decisions:</p> <ol style="list-style-type: none"> 1. Demonstrates ability to research, understand and analyze information relevant to work tasks 2. Shows judgement in decision making
Making improvements	<p>Open to making improvements:</p> <ol style="list-style-type: none"> 1. Shows a willingness to try new ways of working 2. Generates and shares new ideas and suggestions for improvement
Progressing change	<p>Responds flexibly to changes:</p> <ol style="list-style-type: none"> 1. Works to embrace and assist change 2. Helps to engage others in the change process 3. Shows resilience in times of uncertainty

Organisational Accountabilities:

The organisational accountabilities are the expected standards of performance all roles and levels in Council

Accountability	Action
1. Workplace Health and Safety	<ul style="list-style-type: none"> • Actively participate and promote a health and safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness, and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures.
2. Culture	<ul style="list-style-type: none"> • Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council. • Comply with Council's Code of Conduct and all Council policies and procedures at all times.
3. Information Services and Technology	<ul style="list-style-type: none"> • Protect and manage Council's information assets in accordance with legislative, Policy and process requirements. • Use Council's technology appropriately and with respect.
4. Disaster Management	<ul style="list-style-type: none"> • Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated.
5. Customer Service	<ul style="list-style-type: none"> • Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.
6. Financial Accountability and Governance	<ul style="list-style-type: none"> • Models compliance with Council's procurement Policy. • Delegations may be applicable to this position and are detailed in the Delegations Corporate Register. • Legislative Sub-Delegations and authorisations may also be applicable.
7. Corporate record keeping	<ul style="list-style-type: none"> • Ensure that full and accurate records are made for all business transactions conducted on behalf of Council and that all records of appropriately retained in accordance with Council's recordkeeping requirements.

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Immunisation Requirements

It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment:

Vaccination Name	Requirement
Fluvax	<ul style="list-style-type: none"> All staff are eligible, this is an optional general flu vaccination.
Tetanus	<ul style="list-style-type: none"> Staff in job roles which have regular contact with manured soil, work outdoors or work with wood.

Acknowledgment

I hereby agree to abide by Council values, policies and the Local Government Act and that this position description clearly outlines the overall responsibilities and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the position requirements represent the minimum requirements to perform the duties at the current level.

I also understand that the relevant job dictionary if applicable stipulates the minimum physical requirements of this position.

Signature of Employee	
Print Name	
Date	/ /

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