

## Role Description

Dartmoor Zoo is on a journey! We are currently redesigning the zoo by developing a comprehensive new Master Plan and Collection Plan to completely overhaul our collection, exhibits and visitor facilities. This will be a long journey with work being completed in several stages over the next decade. However, every journey starts with the first step! The appointment of a Zoo Registrar is one of the very important first steps on this journey.

Working closely with the newly appointed CEO, David Gibson, the Registrar will be a key part of this Master Planning and Collection Planning process.

As well as helping to develop our ambitious plans you will also be responsible for working with the Keepers and CEO to make sure all our animal records are brought up to date and maintained. You will be responsible for all the paperwork and licencing regarding animal movements, imports and exports. You will also be responsible for the day-to-day admin of ordering and stock taking for the keeper team, allowing them to focus on delivering the very highest levels of animal husbandry.

We are a relatively small team here at Dartmoor and, if successful, you will be a big part of that team.

**Hours:** Full-time (37.5 hours per week). Part-time will be considered.  
**Contract:** Permanent  
**Salary:** Circa £25,000 per annum depending on experience  
**Reporting to:** Chief Executive Officer (CEO)

### Key tasks:

- Be the primary user of ZIMS (Zoological Information Management System) for the Zoo.
- Bring our ZIMS data entry up to date and rationalise previous inputs.
- Work with the keepers to devise an efficient way for day-to-day animal notes to be entered into ZIMS.
- Input all veterinary observation, results and notes into ZIMS efficiently and accurately.
- Carry out the necessary admin related to animal acquisitions and dispositions (CITES, IPAFFS, APHA, Customs Clearance, etc.)
- Support our Head of Compliance and Resources in ensuring that our legal obligations of reporting under the Zoo Licencing Act are met in a timely manner.
- Liaise with external stakeholders in matters relating to ZIMS enquiries (EEPs, Studbook Holders, enquiries from other collections, etc.)
- Work closely with the Zoo's Discovery and Learning and Research Team's on issues relating to the animal collection.
- Support the CEO in the development of a new Master Plan and Collection Plan for the Zoo.
- Carry out general admin tasks in support of the Animal Keepers (ordering, consumables, food, equipment, etc.)

### Our ideal candidate will:

- Have previous experience of records keeping/Registrar work from a UK Zoo or Aquarium.
- Be fluent in the use of ZIMS.
- Be willing to undertake regular CPD training to ensure your skills are kept up to date.
- Be willing to attend relevant seminars and conferences and to be an active contributor to the BIAZA Records Keeping Working Group.
- Have excellent interpersonal skills.
- Be organised and methodical with a high attention to detail.
- Be willing to relocate to Devon should you be offered the position. Assistance can be provided to find suitable accommodation if required.