



# ORANA

## WILDLIFE PARK



McLeans Island Road • P.O. Box 5130, Christchurch 8542, New Zealand.  
Phone + 64 3 359 7109 • [info@oranawildlifepark.co.nz](mailto:info@oranawildlifepark.co.nz) • [www.oranawildlifepark.co.nz](http://www.oranawildlifepark.co.nz)

### POSITION APPLICATION PACK

## Animal Keeper – 3 Months Fixed Term

Start of November 2024 to end of January 2025

New Zealand Fauna and Domestic Animal Section

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Thank you for your interest in the above position. The following information will assist you in completing the application process and we look forward to receiving your application.

#### **Position Advertisement:**

Set in 185 hectares, Orana Wildlife Park (Christchurch) is New Zealand's only open range zoo. The Park is home to 1,000 animals representing over 90 different species. The focus of our collection is New Zealand native fauna, domestic animals and African savannah wildlife. Orana continues to work through our exciting development plan to ensure the Park continues to evolve into the future. Operated as a charitable trust, Orana fulfils an important role in managed zoo-based breeding programmes. We are proud to be involved in Department of Conservation breed-for-release recovery programmes for endangered NZ species including whio, pateke, orange-fronted kākāriki and kiwi.

We have a fantastic opportunity for a motivated person to join our dedicated NZ Fauna and Domestic animal team on a three month fixed-term basis to help us during our busy summer season. This position will involve caring for our rare and heritage animal breeds in the Farmyard, which is a much-loved part of Orana's visitor experience. A large part of the position involves engaging with members of the public to deliver key advocacy messages and help inspire a love for animals.

We are seeking a highly driven, energetic person with a passion for animal care and public education seeking a fun, varied, physical job over the summer months.

The ideal applicant will possess the following skills and attributes:

- Previous animal husbandry experience, particularly with domestic hoofstock and poultry.
- Responsible mature attitude and team player.
- Superb communication and customer service skills.
- Knowledge and experience in pest control/trapping is highly desirable.
- High level of physical fitness with good practical skills.
- Interest in conservation and caring for NZ's native and domestic fauna.

Duties will include:

- Providing a high standard of daily care and welfare to a variety of domestic animals, including administering medications.
- Daily behavioural observations, health checks and record keeping.
- Implementing behavioural enrichment programmes.
- Conducting fun and informative presentations to educate and engage visitors in experiences with our animals.
- Pest control.
- Supervising Farmyard volunteers.
- Maintenance of enclosures and surrounding habitats.

**As animals require care seven days a week, the position will be based on a roster system including weekends and public holidays.** The successful applicant would be expected to work over the Christmas and New Year period. The working week for the position is yet to be determined and will involve working full time, i.e. 80 hours each fortnight which will include some weekend work. Hours are 8:30am to 5:00pm. Hourly pay will be in accordance with skills and experience.

If you wish to apply, we invite you to request an application pack by calling us on 03 359 7109, or emailing [info@oranawildlifepark.co.nz](mailto:info@oranawildlifepark.co.nz) or visiting [www.oranawildlifepark.co.nz](http://www.oranawildlifepark.co.nz). Please complete our official application form included in the pack and return to us by **5pm, Monday 30<sup>th</sup> September 2024**. We will review applications as they are received.

***Application Process:***

Please complete the application form with a letter of introduction (maximum one page) and include your curriculum vitae. Copies of written references are welcome. Evidence of any qualifications must be included. Applications that do not include a completed application form and letter of introduction will not be accepted. Please note, we will consider your application incomplete if “refer to CV” is written in any part in the form. A short list of candidates will be selected for interview.

***Position Description:***

A copy of the position is attached for your information.

***General Information about the Position:***

The hours of work is an average of 40 hours per week worked 8.30am to 5.00pm daily. The working week for the position is yet to be determined. The roster will include working one weekend per fortnight.

No overtime is payable unless rostered to work on a Statutory Holiday where time and a half will be paid. You will be required to work all statutory holidays that fall on your rostered days. 8% holiday pay will be paid at the end of the fixed term contract, plus any lieu days awarded, less any leave days taken.

Hourly rate will be in accordance with skills and experience but will be a minimum of \$24.00 per hour.

A full uniform will be supplied and must be worn at all times and kept in a clean and presentable condition.

The successful applicant will be required to produce evidence that they have received a Tetanus booster within the last 10 years. This evidence is required prior to commencing employment. Vaccinations against Hepatitis A and B would be beneficial but are not required for a fixed-term summer position. The offer of employment to the successful applicant will be subject to a pre-employment drug test that returns a satisfactory result.

Your own reliable vehicle for travelling to and from work is required as no public transport is available. A full driver's licence is required as the successful applicant will drive Park vehicles within the public area of the Park as part of their normal duties, therefore a full driver's licence is required.

# **ORANA WILDLIFE TRUST**

## **JOB DESCRIPTION: ANIMAL KEEPER**

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### **POSITION STATEMENT**

The position of Animal Keeper carries significant responsibility for providing the day to day care and feeding of the animal collection at the Park. The Animal Keeper will have proven experience and/or expertise in many aspects of animal husbandry. The Animal Keeper will be required to work on some special projects in addition to regular Keeper duties.

### **RESPONSIBILITIES & REPORTING**

The Animal Keeper reports to the appropriate Collection Manager (Manager of Exotic Species or Manager of NZ Native and Domestic Species) or their Assistant Manager as directed. Under the direction of their Manager, he/she/they may be responsible for maintaining an assigned section to a high standard. Although no other staff members report directly to the Animal Keeper, he/she/they may be responsible for the supervision of people on work experience or taking part in basic training.

The Animal Keeper will liaise daily with their Manager or Assistant Manager and provide written reports as required. Furthermore a high level of communication between the Animal Keeper and other team members is a requirement in order to ensure goals and objectives are being met.

### **DUTIES**

#### **Animal Duties:**

- The Animal Keeper will ideally be assigned a specific section by their Manager. He/she/they may be required to rotate between several sections on a rostered basis.
- The Animal Keeper will be familiar with the diets of all animals on the assigned section(s), and with all procedures for diet preparation.
- The Animal Keeper will be familiar with the proper animal husbandry procedures and techniques for each section(s).
- The Animal Keeper will be familiar with all safety procedures and equipment and will be able to operate effectively and independently in the event of an emergency.
- The Animal Keeper will be called upon to effect routine maintenance to all facilities in his/her/their work area, and will be required to report all repair needs or ideas for improvements to their Manager.
- The Animal Keeper is expected to work effectively and efficiently with minimal supervision.
- The Animal Keeper may be required to attend workshops and conferences from time to time.

- The Animal Keeper's input will be sought regarding planning and implementing section improvements and new developments.
- The Animal Keeper will be required to deliver informative talks to Park visitors at public feeding sessions and during special Park tours.
- The Animal Keeper is encouraged to be actively engaged in working towards an animal husbandry qualification if they do not currently hold one.

### **Records:**

- The Animal Keeper will be responsible for documenting any and all animal related data on the appropriate forms. This shall include but is not limited to (a.) all animal data (births, deaths, behaviour, etc), (b.) transfers, (c.) medical information, (d) maintenance.

### **Special Projects:**

The Animal Keeper will be required to undertake special projects. These projects will normally be directly related to his/her/their area of work and will be assigned by their Manager (with a timetable and deadline for each project communicated clearly). Upon completion, another project will be initiated.

### **GENERAL**

- The Animal Keeper will fulfil a key role in the Animal Management Team at the Park.
- The Animal Keeper will present a positive professional attitude at all times. He/she/they will encourage and promote this attitude amongst other staff.
- The Animal Keeper may be required to undertake public relations work (e.g. talks to outside groups, behind the scenes tours, talks to school groups).
- Regular goals and objectives will be set for the Animal Keeper.
- The Animal Keeper may be required to undertake any other duties as assigned by the Park Management.

### **Staff Duties:**

- The Animal Keeper will be called upon to assist in supervising work experience persons and volunteers. He/She/They may be asked to assist in directing the daily work of volunteers and/or new Animal Keepers.
- As a key member of the Park's team, the Animal Keeper may be expected to assist as needed in other areas of Park operations as required.



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## CONFIDENTIAL APPLICATION FOR EMPLOYMENT

Position Applied For:

Where Did You Find Out About This Position? *SEEK, Trade Me, Other (please state):*

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### Personal:

Preferred name: \_\_\_\_\_

Surname: \_\_\_\_\_

Christian Names: \_\_\_\_\_

Are you known by any other names? If so, what are they? \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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### Your Contact Details:

Contact Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Other: \_\_\_\_\_

Email: \_\_\_\_\_

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### Work Status:

Have you reached the current school leaving age? Yes/No

Under what circumstances are you legally entitled to work in New Zealand? (tick one)

New Zealand or Australian citizenship

Work Visa

If applying for work in New Zealand under a Work Visa, please state your Visa type and expiry date:

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**Education:**

Name of last education provider:

Qualifications earned (please include evidence of any qualifications listed in the application or accompanying CV):

Year: \_\_\_\_\_ Details: \_\_\_\_\_

Year: \_\_\_\_\_ Details: \_\_\_\_\_

Year: \_\_\_\_\_ Details: \_\_\_\_\_

Can you speak any other language? **Yes/No**

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**Qualifications:**

Do you have any other qualifications, certificates, etc?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe the skills that you have which are relevant to the position.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employment History:**

***Present or most recent employer details:***

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Job Held: \_\_\_\_\_

Main Duties: \_\_\_\_\_

Number of hours worked per week: \_\_\_\_\_

Dates and Length of Service: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Do you consent to the Company contacting your present or most recent employer for the purposes of reference checking? **Yes/No**

**Next most recent employer:**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Job Held: \_\_\_\_\_

Main Duties: \_\_\_\_\_

Number of hours worked per week: \_\_\_\_\_

Dates and Length of Service: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Do you consent to the Company contacting your present or most recent employer for the purposes of reference checking? **Yes/No**

**Next most recent employer:**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Job Held: \_\_\_\_\_

Main Duties: \_\_\_\_\_

Number of hours worked per week: \_\_\_\_\_

Dates and Length of Service: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Do you consent to the Company contacting your present or most recent employer for the purposes of reference checking? **Yes/No**

Please give details of any other job that may be relevant.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have secondary employment? **Yes/No**

If yes, please detail: \_\_\_\_\_

**Referees:**

Please give the name, relationship, address, email and telephone numbers of at least two referees.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If your application were successful, when could you commence employment?

\_\_\_/\_\_\_/\_\_\_

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I consent to the Company seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released by them to the Trust for the purposes of ascertaining my suitability for the position I am applying for. I understand that the information received by the Trust is supplied in confidence as evaluative information, and as such will not be disclosed to me.

Signed: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

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**General:**

Are you available to work the hours outlined? **Yes/No**

Are you prepared to work at other times if required? **Yes/No**

Have you been convicted of a criminal offence? **Yes/No**

Are you awaiting the hearing of charges in a civil or criminal court? **Yes/No**

Do you have a current full driver's license? **Yes/No**

Do you have any demerit points? **Yes/No**

What transport arrangements do you have to attend your place of employment?

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**Medical:**

Do you consent to any occupational health monitoring if applicable to the job? **Yes/No**

Have you had any injury or medical condition caused by gradual process, disease or infection for example hearing loss, occupational overuse syndrome that may be aggravated or further contributed to by the tasks of the position?

**Yes/No**

If yes, please specify: \_\_\_\_\_

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Have you claimed accident compensation in the last 12 months? **Yes/No**

If yes, please specify: \_\_\_\_\_

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State any serious injury you have suffered that may affect your ability to effectively carry out the duties of this position:

\_\_\_\_\_

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Do you have any other known conditions that may affect your ability to effectively carry out the duties of this position?

**Yes/No**

If yes, please specify: \_\_\_\_\_

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I consent to Orana Wildlife Trust seeking information on a confidential basis about me from the New Zealand Police, or any foreign police authorities if I reach the shortlist of applicants. The information sought is to be released to them for the purposes of ascertaining my suitability for the position for which I am applying. I understand that this information is to be treated as "evaluative material" and thus I have no claim for access to it. This consent is valid for two (2) months from the date shown below.

Signed by me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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Applicant(s) are required to pass a drug and alcohol test following a conditional offer of employment. Should I be offered employment with Orana Wildlife Trust, I consent to undergo a drug and alcohol test (at Orana Wildlife Trust's expense). This consent is valid for two (2) months from the date shown below.

Signed by me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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**Declaration:**

\_\_\_\_\_ (full name) declare that to the best of my knowledge the answers in this application for employment form are correct and I understand that if any false or deliberately misleading information is given, or any material fact suppressed, I will not be accepted, or if I am employed, my employment will be terminated. I also understand that the information requested within this application form is sought to establish my suitability for the position that I am applying, and that if I do not provide such information then this application for employment may be rejected.

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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