

Registrar

Full time, permanent contract with an option for occasional working from home and potential for some flexible working.

We are Chester Zoo

We're not *just* an amazing, award-winning visitor attraction that's home to 20,000 incredible animals inside 128 acres of stunning gardens. We're not *just* the UK's most popular zoo. We're a major wildlife charity that's committed to the recovery of endangered species, globally. And, as the world faces an extinction crisis, we're making a hugely significant contribution to conservation at a time when it's needed most. We are Chester Zoo and we prevent extinction.

The Role

We now have an exciting new role for a highly-skilled Registrar. The Registrar provides technical support to the Curatorial team by facilitating multiple complex animal and plant transfers within a rigorous statutory compliance framework and provides a consistent point of central liaison for coordinating transfers of animals and plants between National and International zoological institutions. This role will ensure compliance with all the statutory instruments required for the legal movement of species between institutions and countries. The role oversees the Records coordinator(s) and ensures all animal and plant records are accurately recorded, up to date and in compliance with zoo licencing legislation.

The role involves:

- Management of animal and plant transfers & records: Overseeing all aspects of species transfers including legal compliance and liaison with external organisations, obtaining appropriate health & trade licences where required (e.g. DEFRA & CITES) and manage the collation of animal and plant records.
- Management and team development: Develop and motivate your team and instil within an understanding about and commitment to the Zoo's mission and strategic objectives.
- Supervise the Records Coordinator, providing individual development and training opportunities and ensuring effective performance management.
- Financial management: Manage the team's budget to ensure maximum value for money and to ensure it is run on environmentally sound principles.
- Information management and liaison: Act as the main point of contact for all animal and plant transfer related queries. Liaise with vets and curators to determine veterinary and logistical requirements where appropriate. Maintain active liaison with external partner organisations, animal transport agents and appropriate Government departments. Act as an advocate for the Society by taking an active role in working with external bodies and organisations (e.g. EAZA, BIAZA, other zoos, DEFRA, APHA, CITES).

What we're looking for:

- A thorough understanding of and experience in international animal and plant transfers and legislation
- A thorough understanding of ZIMS (Zoological Information Management System)
- Degree level of education or equivalent experience
- Excellent communication skills, both written and verbal
- Able to influence at all levels – especially with Government departments and colleagues
- Ability to liaise effectively and manage a service to other areas of the zoo
- Ability to communicate effectively and professionally with a variety of internal and external stakeholders
- Willingness to be proactive and take responsibility as well as to be responsive to the needs of others
- Ability to adapt quickly to change and to keep up-to-date with relevant legislation
- Good judgement and instinct around people and animals
- Ability to problem solve and demonstrate resilience

- Competent knowledge of IT systems
- While the role is based on 40 hours, there will be occasions when flexible working hours are required, including evenings, weekends, and public holidays, to meet the needs of the position
- Although not essential, a good level of Animal Husbandry background information is desirable (for crating, feeding in transit, durability of species etc)

What makes Chester Zoo a great place to work?

Well, where do we start? Here goes...

We're a huge team of conservationists, scientists, educators, animal welfare experts, marketeers, visitor experience professionals, environmental policy influencers; the list goes on. Each and every one of us is on a mission to make Chester Zoo the best in the world, and our planet a better place.

As the UK's biggest and best zoo, we have ambitious goals, exciting plans, and there's always lots going on here. We're an inclusive and diverse organisation, made up of nearly 500 permanent and 500 seasonal team members, and we know how important it is to invest in our colleagues to help boost their career development. We have ambitious goals, and we want you to be with us for the long term on our exciting journey.

Our working environment could not be more different from a typical office – where else can you see critically endangered orangutans from your office window, or stroll among rare giraffes and tigers on your lunch break?

The Package

- Permanent contract
- Full time 40 hours per week
- £39,833.82 per annum
- 33 days annual leave plus the option to buy or sell up to 5 days
- Staff pass so you can visit the zoo during your time off, plus multiple complimentary tickets for your friends and family
- Cycle to work scheme
- Healthcare plan and employee assistance programme
- Discounted gym membership
- Discounts on cinema tickets, restaurants, high street shops and more via Perks
- Pension scheme with generous employer contributions up to 9%

We reserve the right to close our vacancies earlier than the listed date if we have received a high level of applications. We recommend that if you do wish to be considered that you submit your application as promptly as possible as shortlisting, and interviews may be taking place whilst the advert is live.