

# ROLE PROFILE



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| <b>Role profile</b>                          |   |   |
| <b>Title</b>                                 | City Farm and Animal Manager Apprentice   |   |
| <b>Grade</b>                                 | NVQ3  |   |
| <b>Reference:</b>                            | <b>N389</b>   |   |
| <b>Reports to:</b>                           | Natural Infrastructure Manager  |   |
| <b>Job type</b>                              | Frontline Worker  |   |
| <b>Work style Definition</b>                 | Office based hot–desk/touch down worker   |   |
| <b>Primary purpose of role</b>               | As an Apprentice this post holder will operate and maintain, under supervision, a range of functions to support the Natural Infrastructure Officer, Farm Manager and Duchy College Animal Centre Manager to manage and develop the Animal Unit at Poole Farm as part of the Derriford Community Park project.   |   |
| <b>Key accountabilities and key measures</b> | <p><b>Role outcomes</b></p> <ul style="list-style-type: none"> <li>• Assist with the planning, scheduling and delivery of health, husbandry and welfare of animals kept at Poole Farm</li> <li>• Assist with land management of the farm site and fields</li> <li>• Assist with record keeping associated with animal management</li> <li>• Assist in producing social media publicity, letters, e-mails and other correspondence as part of the project</li> <li>• Assist with education activities with the schools and events programme</li> <li>• Assist with the volunteer programme at Poole Farm</li> <li>• To fully comply with the requirements of the apprenticeship programme eg attendance at review meetings, etc</li> </ul> | <p><b>Role measures</b></p> <ul style="list-style-type: none"> <li>• Projects delivered on time and within budget</li> <li>• Animal welfare is high</li> <li>• Positive customer and stakeholder engagement</li> <li>• Positive customer and stakeholder satisfaction</li> <li>• Apprenticeship qualification achieved</li> </ul> |
| <b>Key activities</b>                        | <p>With appropriate supervision the post holder will be required to:</p> <ul style="list-style-type: none"> <li>• Support the running of the Farm and animal care at Poole Farm</li> <li>• Support the educational activities with schools</li> </ul>   |   |



Plymouth City Council is committed to providing access, adaptations and alternatives wherever possible, to enable people with disabilities to fulfil the criteria for and to carry out role duties.

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|   | <ul style="list-style-type: none"> <li>• Support the Farms events programme</li> <li>• Support the volunteer programme</li> <li>• Support communications about the project</li> <li>• To fully comply with the requirements of the apprenticeship programme</li> <li>• Undertake other duties appropriate to the grade of the post</li> </ul>  |
| <b>Essential qualifications/ knowledge</b>  | <ul style="list-style-type: none"> <li>• Practical experience of working with a range of animal species, including farm livestock</li> <li>• Full Driving Licence</li> <li>• 2 GCSE's A* - C in English and Mathematics or equivalent</li> <li>• Good communication skills and willingness to undertake vocational experience</li> </ul>   |
| <b>Desirable qualifications/ knowledge</b>  | <ul style="list-style-type: none"> <li>• Qualification at Level 2 in Animal Management or equivalent</li> <li>• Experience of working as part of a team</li> <li>• Experience of working towards deadlines</li> </ul>  |
| <b>Essential experience</b>   | <ul style="list-style-type: none"> <li>• Good experience of practical land-based skills</li> <li>• Knowledge and experience of good health and safety practice</li> <li>• Experience of working as part of a team</li> <li>• Experience of working towards deadlines</li> </ul>  |
| <b>Desirable experience</b>   | <ul style="list-style-type: none"> <li>• Knowledge of social media</li> <li>• Good typing and keyboard skill</li> <li>• Experience of working as part of or with volunteer groups and schools</li> <li>• Understanding of good animal welfare practice for conservation</li> </ul>   |
| <b>Essential skills</b>   | <ul style="list-style-type: none"> <li>• With guidance the post holder will interpret situations and help solve straightforward problems</li> <li>• Willingness to communicate basic information to team members and managers</li> <li>• Time and task management skills</li> <li>• Confidentiality where necessary</li> <li>• Interpersonal skills including tact and diplomacy</li> <li>• Flexibility and a willingness to embrace change</li> <li>• Work as part of a team</li> <li>• Attention to detail and accuracy required</li> <li>• Appropriate land-based skills</li> <li>• Lone working requirement where necessary</li> </ul> |
| <b>Corporate standards</b>  |  |
| <ul style="list-style-type: none"> <li>▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</li> <li>▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.</li> <li>▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work</li> </ul> |  |

and procedures.

- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.