

Moonlit Sanctuary is dedicated to the conservation of Australian wildlife and their habitats. We do this by creating an outstanding experience which engages and delights visitors, and through conservation breeding, research and education.

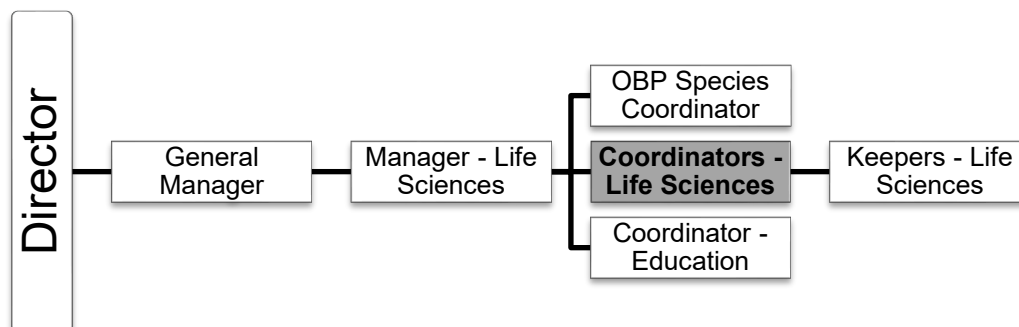
Moonlit Sanctuary's Vision and Mission	
Our Vision: To save threatened species and foster a deeper understanding and appreciation of our natural environment.	
Our Mission: Moonlit Sanctuary is dedicated to the conservation of Australian wildlife and their habitats. We do this by creating an outstanding experience which engages and delights visitors, and through conservation breeding, research, and education.	
Our Values: <ul style="list-style-type: none"> • Science as the basis for our understanding of the world and the natural environment. • The importance of conservation of the environment and the preservation of species. • Respect for all people and the importance of treating everyone equally. • The importance of ensuring the welfare of other animals in our care. 	

Position Overview			
Department	Life Sciences	Reports to	Manager - Life Sciences
Industrial instrument	Amusement, Events and Recreation Award 2020	Classification/Grade	Grade 6
Primary location	Moonlit Sanctuary, 550 Tyabb-Tooradin Rd, Pearcedale	Employment status	Full time
Key internal relationships	Moonlit Sanctuary Senior Leadership Team Life Sciences Leadership Team Moonlit Sanctuary staff	Key external relationships	Customers Veterinary services Other facilities/zoos/private holders Contractors State governing department ZAA

Position Purpose

The **Coordinator - Life Sciences** leads a specialist team of Keeping staff delivering effective animal husbandry, care and welfare, enclosure maintenance and upgrades, record keeping and visitor experience through encounters, keeper talks, shows and other interactions with the public. Reporting to the Manager – Life Sciences, the Coordinator – Life Sciences ensures safety, environmental and conservation awareness are at the forefront of all Life Sciences activities.

Reporting Line



Key Responsibility Areas

Leadership

- Positively model MS's values.
- Set a strong, professional example for Keeping staff to follow.
- Actively contribute to Life Sciences leadership meetings and contribute to departmental strategy.
- Lead the team in continuously improving husbandry standards and animal welfare.
- Promote effective communications within Life Sciences as well as between departments.

Staff Supervision

- Supervise and support Keeping staff to operate effectively including delivering an exceptional visitor experience.
- Conduct routine meetings with team members.
- Complete rostering of keepers.
- Complete weekly scheduling of keepers.
- Participate in the full employee life cycle in collaboration with human resources and Manager/Assistant Manager – Life Sciences including but not limited to talent management, onboarding, development, supervision, performance management and offboarding.
- Ensure compliance with Sanctuary policies and procedures.

Animal Husbandry & Enclosures

- Undertake and support keeping staff to undertake, general animal husbandry and habitat enhancement in accordance with Moonlit Sanctuary procedures, including but not limited to:
 - Apply best husbandry practices.
 - Monitor and respond to breeding requirements.
 - Use best practice for animal capture, handling and restraint.
 - Monitor animal behaviour.
 - Assist with animal health care as directed.
 - Food preparation and feeding of a variety of animals.
 - Enclosure cleaning and maintenance.
 - Implementation and monitoring of enrichment programs.
 - Assist with and implement animal training and conditioning programs.

Animal Welfare

- Provide excellent animal welfare and support keeping staff to do the same.
- Manage and communicate (or escalate as appropriate) any concerns relating to animal welfare.
- Manage and communicate (or escalate as appropriate) any issues relating to animal health and conditioning.
- Monitor animal behaviours and collaborate on ways to improve welfare.
- Manage internal breeding programs.
- Manage health assessments and enclosure maintenance as per MS processes.
- Conduct animal transfers as required.
- Manage AR&R programs the sanctuary is involved in for each department.

Visitor Experience

- Environmental and conservation awareness conveyed to visitors in line with the Sanctuary's purpose.
- Connect people and animals through actively engaging with visitors and providing keeper talks, encounters, and presentations that inspire and facilitate conservation action.
- Ensures that safety, environmental and conservation awareness are at the forefront of all activities.

Work, Health and Safety

- Demonstrate work, health and safety leadership and commitment to working toward a zero-harm workplace.
 - Actively model behaviours that enhance Moonlit Sanctuary's safety culture.
 - Actively promote and abide by Moonlit Sanctuary's WHS policies and procedures as amended from time to time.
 - Ensure all incidents, hazards and near misses are recorded within 24 hours, fully investigated and preventative measures implemented.
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Key Performance Indicators

- Positive feedback from visitors. Where constructive, feedback contributes to continuous improvement initiatives.
- Model leading practice in animal husbandry and welfare.
- Animal welfare concerns managed immediately or escalated to the Assistant Manager/Manager – Life Sciences
- Coordinator tasks completed daily and in accordance with Sanctuary procedures.
- Maintain knowledge of Moonlit Sanctuary’s conservation programs.

Key Selection Criteria

- A passion for wildlife, conservation, and the environment.
- Leadership and staff management capability with an interest in further development.
- Highly developed interpersonal and communication skills, with proven ability to maintain effective working relationships.
- Experience in husbandry and conservation breeding programs for native wildlife.
- Understanding of accreditation requirements.
- Experience in public presentations and confidence to speak in front of the public.
- Ability to work effectively both autonomously and as part of a team.
- Excellent time management skills.
- Proficient in the use of software and cloud-based applications.
- Ability to work effectively in all weather conditions.
- Ability to meet the physical requirements of the position including but not limited to, walking, bending, lifting, carrying, pushing, standing, reaching, twisting, squatting and other repetitive movement.

Qualifications & Experience

Essential	<ul style="list-style-type: none"> • Certificate III in Captive Animal (or equivalent), or the ability to enrol in the course.
Desirable	<ul style="list-style-type: none"> • Experience working in a zoo or wildlife park. • Specialist qualifications in animal training, microchipping, euthanasia, venomous snake handling or other related field. • Tertiary qualifications in a relevant discipline (For example. zoology, conservation biology or related science field) • Willingness to complete other qualifications.

Background Checks, Licences and Accreditations

Essential	<ul style="list-style-type: none"> • Satisfactory result in a National Police Record Check. • Current Employee Status Victorian Working with Children’s Check. • Current Driver’s License.
Desirable	<ul style="list-style-type: none"> • Current Level 2 First Aid and CPR.

SIGNED on behalf of Moonlit Sanctuary Wildlife Conservation Park



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Chris Freeman, Life Sciences Manager

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Date

SIGNED by the Employee

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Date

Employee name:

People and Culture use only		
This position description has been assessed by Moonlit Sanctuary leadership	eSignature:  Name: Chris Freeman	Date: 1/7/2025
This Position Description has been signed and approved by People and Culture	eSignature:  Name: Katiana Velcek	Date: 30/4/2025