



---

## WIDLIFE OFFICER

### JOB DESCRIPTION

---

<b>JOB TITLE:</b>	<b>WILDLIFE OFFICER</b>
<b>BASED:</b>	Richmond Park with supporting duties at Bushy and Greenwich Parks
<b>SALARY:</b>	£22,666 - £25,991 + £2,809 on call allowance per annum
<b>TERMS:</b>	Permanent contract 26 days annual leave pro rata, plus Public Holidays. A pension scheme is available.
<b>CONDITIONS:</b>	Live within 30 minutes travelling time from Richmond and Bushy Park, or in a Royal Parks Lodge (rent = 8.5% of salary, offer of Lodge subject to availability).  Key worker status, on call on a minimum 1 in 4 weekly rota.  This post necessitates the need to work unsociable hours, sometimes at short notice.

---

<b>REPORTING TO:</b>	Responsible to the Senior Wildlife Officer (SWO) and the Assistant Park Manager.
<b>KEY RELATIONSHIPS:</b>	Other Royal Parks Managers and Assistant Managers, contractors and consultants. Members of interest groups and other organisations involved in the parks, including volunteers, Park Wildlife Groups, Metropolitan Police Officers, local authorities, members of the public.

---

### MAIN DUTIES/RESPONSIBILITIES

---

#### Deer Management

- The Wildlife Officer is expected to liaise directly with and take advice from the SWO on matters relating to deer and wildlife management.
- Assist the SWO to manage the health and welfare of the deer herds in liaison with the Park Manager or Assistant Park Manager or his nominated deputy. Liaise with Veterinary Surgeon when necessary.
- Assist the SWO with an annual census to agree deer stock levels and the cull programme.
- Assist with the annual deer cull in Richmond and Greenwich Parks ensuring that it is carried out humanely and with safety taken into account.
- Maintain agreed standards of hygiene and butchery and incineration. Ensure safe disposal of carcasses in liaison with Assistant Park Manager.

- Assist the SWO in carrying out an agreed evening winter feeding programme and monitor deer health and condition throughout the year, responding to any reports or concerns sent to the Royal Parks.
- Assist SWO in the surveying and tagging of newborn deer for the purposes of recording age and welfare of the parks deer herd.

### **Pest management, livestock and animal welfare**

- Carry out control of identified pest species as necessary to ensure balanced populations of wildlife within the Park. This may necessitate working in public areas and buildings. Assist the SWO in maintaining pest control records on computer database.
- Monitor and survey for plant and animal pest species and work with staff, consultants, volunteers and contractors engaged in the management and control of pest and diseases such as Oak Processionary Moth.
- Provide care and rehabilitation of young / injured animals.
- Assist the SWO in the management of grazing cattle, working with the SWO and conservation grazier to arrange delivery and collection of cattle, an appropriate annual regime and day-to-day management and welfare of the herd. Install and maintain fencing, signs and other infrastructure.
- Assist the SWO in liaising with The Royal Parks Head of Ecology to carry out species surveys, maintaining and updating records in computer or paper formats.
- Assist the SWO in habitat management relating to waterfowl.
- Assist SWO to assess condition of fish stocks, liaise with the Environment Agency if required and make recommendations for restocking or enhancements.
- Assist with the welfare of lost stray and abandoned dogs in the Parks.
- Assist the SWO in ordering animal feeds, supplies and related products.

### **Park Management**

- Carry out routine maintenance of water areas ensuring that floating debris is removed, monitor water for outbreaks of algae.
- Carry out routine surveys of fencing, walls and tree protection. Carry out repairs directly as required and/or work with contractors engaged to carry out repairs.
- Assist with the management and monitoring of events in Richmond and other Royal Parks including the supervision and specification of deer safety during major road events.

### **Emergency planning and procedures**

- Assist SWO to review contingency plans for Rabies, Foot & Mouth and other contingency plans annually.
- Assist with wildlife duties in other Parks (including cover for inner Parks), including any emergency cover for all 8 Royal Parks if required. (This also includes cover for Bushy Park during Wildlife Officers leave.)
- Participate in a 24 hr callout rota to deal with emergencies involving wildlife. Provide Emergency cover across all 8 Royal Parks as required, working with Park Management teams. Deal with incidents within one hour of receiving call and provide written report to Assistant Park Manager or SWO on the next working day.

- Assist Richmond Park Management team with other emergency procedures as required. Remain familiar with the Richmond Park Emergency Plan.
- Assist the Royal Parks Metropolitan Police Royal Parks Ocu in the implementation of Royal Parks Regulations where applicable to wildlife and liaise directly on wildlife crime.
- Stakeholder liaison and public information.
- Assist the SWO to determine the need for and display of wildlife related public information boards around relevant locations within the Park.
- Monitor and protect the Park's wildlife through habitat enhancement, with assistance from others when necessary, with special reference to local Biodiversity Action Plan.
- Carry out presentations of the Park wildlife to the public, schools, media and other interested groups, through talks, open days, guided walks, lectures, displays etc. as may be agreed with the Park Manager from time to time in the absence of the SWO.
- Attend Richmond Park Wildlife group and other meetings as required and provide feedback.

### **Health and safety**

- Operate in such a manner to ensure compliance with Health and Safety at Work Act and other relevant legislation (including firearms).
- To be aware of his/her responsibilities as described in the H&S Manual and summarized in the H&S Handbook.
- The post holder will maintain an awareness and observation of TRP Fire and Health and Safety Policies, Procedures and H&S Regulations.

### **Management, administration and house keeping**

- Assist with the supervision of Park contractors and volunteers carrying out related works.
- Attend and contribute to The Royal Parks Wildlife Officers Group meetings.
- Carry out other relevant duties as may be agreed with the Assistant Park Manager or SWO from time to time.

### **Training**

- Undertake training and relevant seminars as required.

### **Key functional relationships:**

- Richmond Park Management Team including: Park Manager, Assistant Park Manager and Officer Manager and Senior Wildlife Officer
- Other Royal Parks Managers
- Royal Parks Wildlife Officers
- Royal Parks Arboricultural Officers and Ecology Team
- Contractors and Consultants
- Volunteers

**Representation on TRP internal groups:**

- Richmond Park Wildlife Group
- The Royal Parks Wildlife Officer Group

**Key external relationships:**

- Metropolitan Police Royal Parks Operational Command Unit (OCU)
- Historic Royal Palaces – Home Park and Hampton Court Palace
- Natural England
- Environment Agency
- British Deer Society
- Sunbury Swan Sanctuary

**TRP representation on external fora:**

- Deer Farmers and Parks Association

## PERSON SPECIFICATION

Competencies/Selection Criteria	Essential / Desirable
<b>STRATEGIC CLUSTER – SETTING DIRECTION</b>	
<b>Seeing the Big Picture</b>	
Understand what is required of them in their role and how this contributes to team and departmental priorities.	E
An understanding of the principles of biological recording. How the need to collect and record biological records enhances long term knowledge and enables internal and external stakeholders to have confidence in the way the Parks are being managed. To understand the need to share this data with others such as the Ecology Section. The ability to use GPS recording devices and be able to carry out surveys e.g. annual deer census data, badgers and Oak Processionary Moth and record findings in Excel and other MS packages as required.	D
<b>Making Effective Decisions</b>	
Think through the implications of own decisions before confirming how to approach a problem/issue.	E
Based on sound professional experience, provide assistance to TRP managers on the correct, safe and appropriate management of the deer herds. To assist in the advice to others in the industry and maintain the reputation of TRP as an example of best practice in public deer management.	E
Use of sound knowledge and judgment to carry out culling of deer using firearms in the parks. Setting public safety and deer welfare as a priority in carrying out these procedures.	E
Work with other industry professionals to maintain awareness of potential threats to the deer herds from pests and diseases.	D
Have a sound knowledge of the legislation surrounding health and safety, animal health and wildlife protection.	D
<b>PEOPLE CLUSTER – ENGAGING PEOPLE</b>	
<b>Collaborating and Partnering</b>	
Proactively contribute to the work of the whole team.	E
Seek help when needed in order to complete own work effectively.	E
Be open to taking on different roles.	E
Work with a range of stakeholders to take on a range of conservation projects such as the location and installation of bird boxes, survey and removal of redundant tree crates.	E
Get to know fellow team members/colleagues and understand their viewpoints and preferences.	D
<b>PERFORMANCE CLUSTER – DELIVERING RESULTS</b>	
<b>Managing a Quality Service</b>	

Gain the knowledge needed to follow the relevant legislation, policies, procedures and rules that apply to the job.	E
Hold relevant qualifications: 1. Deer Stalker Certificate Level 1. Possess a current firearms license and shotgun certificate. 3. Possess a current driving license.	E
At least three years relevant experience in the field of deer and wildlife management.	E
To survey, process and securely store information relevant to wildlife management including deer cull and pest management records. Collate data as required to enable responses to public enquiries including FOI requests.	D
<b>Delivering at Pace</b>	
Work in an organised manner using own knowledge and expertise to deliver on time and to standard.	E
Take responsibility for the quality of own work and keep Senior Wildlife Officer informed of how work is progressing.	E
Work to defined timetables to undertake sensitive annual tasks such as deer culling. Identify specific problems such as deer in enclosures and work with managers and stakeholders to plan for their safe removal.	E