

Role Description

Health and Safety Administration

Volunteer

Cluster/Agency	Planning and Environment
Agency	Taronga Conservation Society Australia
Location	Taronga Zoo
Kind of Employment	Volunteer
Time Commitment	1 day per week, minimum 12 month commitment
Training Required	Volunteer Induction & eLearning Modules
Date of Approval	May 2023
Agency Website	taronga.org.au

Department/Agency overview

The Office of Environment and Heritage (OEH) cares for and protects NSW's environment and heritage, which includes the natural environment, Aboriginal country, culture and heritage, and built heritage. Taronga Conservation Society Australia (Taronga) forms part of the OEH. Taronga's vision is to create a shared future for wildlife and people. Through our efforts we protect endangered species, increase understanding of wildlife and inspire community action.

Primary purpose of Taronga Volunteer Roles

Taronga volunteers support the Taronga Conservation Society to achieve their vision of Securing a Shared Future for Wildlife and People.

Primary purpose of the role

The **WHS Administration Volunteer** will support the WHS team with general administration tasks that apart from office work, will provide you with the unique opportunity to take you out in grounds as well as liaise with staff from all divisions. It's a great way to learn more about how our zoo operates and an opportunity to spend time with our amazing animals.

Key accountabilities

- To assist in scheduling training courses and other related scheduled work
- To assist with general administrative duties such as ordering stock, filing, printing, working with Microsoft
- Undertake research to inform decisions
- To collect information from various departments to prepare for meetings and reporting

Key challenges

- Attention to detail and managing priorities
- Meeting deadlines
- Driving in the zoo grounds with your own vehicle

Key relationships

Who	Why
Internal	
Employees	<ul style="list-style-type: none">• Contact employees to arrange access to the first aid kits and following up with overdue actions
WHS Team	<ul style="list-style-type: none">• Primary point of contact
External	
Suppliers	<ul style="list-style-type: none">• Ordering stock, researching information

Role dimensions

Decision making

This position refers any decisions to the WHS team.

Reporting line

This position reports to the WHS Specialist at Taronga Western Plains Zoo

Direct reports

There are no positions reporting directly to the WHS Volunteer

Budget/Expenditure

Nil

Essential requirements

- Availability to volunteer 1 day per week, for a 12-month commitment
- A vehicle for ease of getting around the zoo when required
- Good attention to detail
- Good record keeping skills
- Competent computer skills