

Operations Manager, Edmonton Valley Zoo and John Janzen Nature Centre Job Number: 50843



Get a behind-the-scenes look at this exciting opportunity by listening to Ellen Finn, Operations Manager of the Edmonton Valley Zoo and John Janzen Nature Centre, in this exclusive interview (<https://bit.ly/3v0TEJe>). In the recording, Ellen provides our listeners with an overview of the work happening at the Zoo and John Janzen Nature Centre and highlights the leadership qualities that will best position the incumbent for success. To view a transcript of the conversation, visit <https://bit.ly/4c7F8Qu>.

Reporting to the Director of the Arts, Heritage and Nature Experiences, this position is a member of the section leadership team responsible for strategic direction and overseeing the operations of Edmonton Valley Zoo and the John Janzen Nature Centre.

The Edmonton Valley Zoo is currently home to over 250 animals and more than 80 species. The Zoo has grown significantly since it opened in 1959 as The Storyland Valley Zoo. The Edmonton Valley Zoo is an educational facility which contributes to the conservation of global biodiversity. The vision of the Zoo is a sustainable world where all living things thrive. We leverage our unique role to connect people with animals, care about wildlife, and conserve the natural world.

Since 1976, the John Janzen Nature Centre's interactive exhibits, educational programming and special events have encouraged visitors towards a greater awareness of and engagement with the wonders of nature that surround us. The John Janzen Nature Centre invites visitors of all ages to have fun while learning more about the importance of Edmonton's natural spaces. The Nature Centre is a stepping stone to our local nature that inspires lasting impressions.

The Edmonton Valley Zoo is currently creating a new Master Plan that will set a bold direction for the next 15 years. Through the development of a cohesive and comprehensive plan, the Edmonton Valley Zoo will seek to keep pace with evolving industry best practices and ensure the well being of this institution into the future. Concurrently, the Zoo is in the planning phase for the renewal and enhancement of several animal enclosures. The Operations Manager will be instrumental in the implementation of both the Master Plan and Capital Project.

At this time, we are searching for an Operations Manager to continue the stunning transformation of the Edmonton Valley Zoo and the John Janzen Nature Centre into special places that inspire the protection and conservation of animals and the world we live in.

What will you do?

- Facility and site operations including: animal care, collection management, conservation and site maintenance
- Direct supervision and ongoing direction to approximately 25 permanent and 35 part time staff; independently evaluating employees' performance; approving subordinate supervisors' performance evaluations of employees
- Emergency preparedness, energy management, strategic and business planning
- Leading and monitoring environmental management, safety and security plans, and financial management, including reporting on Operations annual operating budget
- Liaising with various City and external service providers and partners regarding maintenance, asset management and capital planning and delivery
- Developing and implementing staff engagement strategies in an effort to build a positive workplace culture
- Fostering a culture of learning, innovation, and creativity that supports the growth of its members while promoting health and wellness, safety, and leadership development
- Providing technical and professional advice on strategic issues to Department, Branch and section staff to improve the operation of facilities
- Contributing and providing information related to council reports and inquiries
- Implementation and operationalization of strategic and capital planning initiatives
- Providing guidance and direction in hiring and retaining staff, including reviewing and assessing the duties, responsibilities, and workflow of the unit's staff in order to realign duties to more effectively build staff capacity and capitalize on its strengths
- Leading, monitoring, participating and tracking all aspects of the Occupational Health and Safety program at each facility and ensuring annual review of Joint Worksite Health & Safety committees, Hazard Assessment and Controls, Emergency Procedures, and emergency drills
- Coordinating with Animal Health on the management of the animal collection to ensure a cohesive approach to animal welfare issues
- Ensuring compliance with industry requirements in order to maintain accreditation with the Canada's Accredited Zoos and Aquariums and WAZA, and supporting the Zoo's endeavour to obtain accreditation with the Association of Zoos and Aquariums (AZA)

Qualifications:

- Knowledge, training and/or education in Zoological or Biological Sciences, Business, Horticulture, Sciences Recreation Administration or related discipline
- A minimum of 5 years supervisory/management experience in a zoo, aquarium or other animal related facility, recreation facility management or other related discipline
- Extensive Zoological Institution experience required in a variety of related disciplines including animal welfare, conservation, and management of a premier public attraction

Skills required for success?

- Skills and abilities pertaining to facility operations, financial management, facilitation and strategic planning
- Excellent interpersonal and communication skills with the ability to build relationships with diverse internal and external stakeholders
- Demonstrated political and leadership acumen
- Ability to understand, interpret and develop City of Edmonton policies, programs and procedures
- Experience with staff management including recruitment, training, labour relations and providing leadership and supervision to a diverse team
- Excellent project management skills, including the ability to manage multiple projects concurrently and proactively
- Working understanding and direct experience with a wide variety of cultures, values, issues and experiences of diverse communities
- Experience working with external partners and stakeholders to create and implement projects.
- Conducting work in a manner that complies with the requirements set out in the City's Environmental Management System (EMS)
- Service excellence, embracing diversity and promoting inclusiveness
- Demonstrate alignment with the Cultural Commitments of Safe, Helpful, Accountable, Integrated and Excellent, fostering an environment for others to do the same. For more information on the City's Cultural Commitments, please visit edmonton.ca/our-culture
- Demonstrate the foundational competencies, key behaviours and attributes of the City's six leadership competencies: Courage, Inclusivity, Values-Based Influencer, Collaborative Networker, Systems Thinker and Creative Innovator. For more information on the City's leadership competencies, please visit edmonton.ca/our-culture

Conditions of employment & work environment:

- **Up to:** 1 permanent, full-time position
- **Hours of work:** 36.9 hours per week, Monday - Friday (evenings and weekends as required). This position may be eligible for the Hybrid Work Program and travel to various locations as required.
- **Salary Range:** \$89,766.30 - \$128,237.58 Annually
- Hire is dependent upon an Police Information Check including a Vulnerable Sector Search satisfactory to the City of Edmonton.
- Management and Out-of-Scope positions at the City of Edmonton are being reviewed for possible inclusion in the Civic Service Union 52 bargaining unit. If this position is impacted, the incumbent will be notified accordingly.
- Talent sourced through this process may be considered for similar opportunities within the City of Edmonton.

The City of Edmonton values applicants with a diverse range of skills, experiences and competencies, and encourages you to apply. We strive to provide reasonable access and accommodations throughout the recruitment process. To request an accommodation, please contact employment@edmonton.ca. Learn more about our benefits <https://bit.ly/COEbenefits>.

Talent Acquisition Consultant: IS/MZ

Classification Title: ML2 - Rec, Sports and Fitness

Posting Date: Nov 4, 2024

Closing Date: Nov. 22, 2024 11:59:00 PM (MST)

Number of Openings (up to): 1 - Permanent Full-time

Union: Management

Department: Community Recreation and Culture

Work Location(s): Valley Zoo, 13315 Buena Vista Road (87 Ave) Edmonton T5R 5R1

Visit www.edmonton.ca/careers for information on how to apply