



JOB DESCRIPTION FORM

POSITION (PID) #		690005			
IDENTIFYING INFORMATION			POST CERTIFICATION		
Post Title		Principal Curator		Print Name	Signature Date
Present Grade		PS 36-38		Prepared By	
Department/Section		Conservation Services/Bermuda Aquarium, Museum and Zoo (BAMZ)		Post holder Agreed	
Ministry		Environment and Sports		Dept. Head Agreed	
POST STATUS			POST TRANSFER (if applicable)		
	New Post	Revised Post	Redefined Post	Previous Title	
Date		9 Dec 2008		Previous Department	
Cabinet Conclusion Ref				Agriculture and Fisheries	
Last Review Date			20 Nov. 1986	Previous Ministry	
Panel Decision				Previous Number	
	Grade	Date	Signature	Previous Grade	
	37-39	1 Oct 10	<i>[Signature]</i>	Date of Transfer	

1. SUMMARY OF MAIN DUTIES		%
1. Management and administration of the Bermuda Aquarium, Museum and Zoo (BAMZ)		45%
2. Relationship management and communications duties		30%
3. Financial and human resource management		20%
4. Associated duties		05%
		TOTAL = 100%

2. SUMMARY OF ACCOUNTABILITY
<p>2.1 What specifically is this post accountable for?</p> <p>In accordance with the relevant policies, procedures and legislation, the Principal Curator is accountable for managing and administering the operations of the Bermuda Aquarium, Museum and Zoo (BAMZ), to ensure the development and on-going delivery of programmes, products and services, that are aligned to the strategic goals and mission of the Department of conserving and restoring Bermuda's natural history. The Principal Curator also provides professional leadership and maintains and develops the collaborative partnerships with support charities specific to the BAMZ (Bermuda Zoological Society and Atlantic Conservation Partnership) and other stakeholders, that further enable and enhance research, education and public outreach. The Postholder performs financial, administrative and human resource management, in accordance with Financial Instructions, Conditions of Employment and Code of Conduct and other human resource policies and procedures.</p>
<p>2.2 Briefly describe the level of decision making authority held by this post.</p> <p>The Principal Curator has the authority to make decisions and provide recommendations at a professional level, based upon the required education, experience and expertise, pertaining to the operations of the BAMZ facility and the development of the team, facilities and programmes. Additionally, the Principal Curator has the authority to make decisions and provide recommendations to the two support charities in accordance with their Acts and Bye-Laws. The post holder makes professional decisions on organisational, financial and human resource matters, in accordance with Government's Financial Instructions and Conditions of Employment.</p>
<p>2.3 To which position does this post report directly? The Director of the Department of Conservation Services.</p>

3. ESSENTIAL KNOWLEDGE & SKILLS

List the key knowledge and skills required to fulfill the *minimum requirements* of the post under the following categories.

3.1 General Knowledge / People Skills (Soft Skills).

The Principal Curator must possess good organizational, interpersonal, problem solving, decision making, mediation skills and demonstrate capacity for clear strategic thinking. Additionally, the post holder must possess excellent communication, public speaking and influencing skills as well as demonstrated management and leadership skills, to build and motivate a team that includes scientific, technical and volunteer staff and to engage the general public on a wide range of scientific and conservations topics.

3.2 Technical Knowledge / Position Specific Skills (Hard Skills). This includes knowledge of particular legislation, processes, specialties, etc.

The Principal Curator must have an understanding of Bermuda's biogeography and ecosystems and of the most pressing local and global conservation issues as well as a working knowledge of aquarium and zoo operations. Familiarity with the legislation relevant to registered charities and zoo and aquarium operations and a working understanding of captive animal management, including life support systems are also required. The post holder should have well developed public speaking, popular and technical writing skills, to effectively communicate with industry peers, employees, trade unions and the general public; business planning skills and human resource and financial management skills. The post holder must also be technically competent on computers and in the Microsoft Suite.

4. MINIMUM EXPERIENCE REQUIRED

Based upon the above identified knowledge and skills, what is the minimum number of years experience required to fulfill the duties of this post?

- No previous experience required Minimum one (1) year Minimum two (2) years
 Minimum three (3) years Minimum five (5) years Minimum ten (10) years

4.1 Identify specific experience.

The post requires a minimum of five (5) years' relevant post-qualification experience managing a similar facility.

5. MINIMUM EDUCATIONAL QUALIFICATION REQUIRED

- Secondary School Graduation Certificate Apprenticeship/College Certificate College Diploma
 Associates Degree Advanced or Specialist Qualification Bachelors Degree
 Masters Degree Professional Designation (Includes Chartered Status) Doctorate
 Other

5.1 Please list the title of the academic qualification / professional designation required:

The post holder must possess a Master's Degree or equivalent in Science, management or related subject area.

5.2 List any special licenses, registrations or certifications required for this job:

Certification in CPR, First Aid and O2 Provider is required.

6.0 RESOURCES UNDER MANAGEMENT

6.1 Management and Supervision of Staff

(Please ensure that the Organization Chart submitted is up to date, accurate and reflects the information listed below)

Please list the position titles (including PID) of 'All Staff' under the 'Direct Supervision' of this post.

1. Curator, Natural History Museum, (690010);
2. Curator, Aquarium and Zoo (690008);
3. Plant Manager (690028);
4. Administrative Assistant (690006).

6.2 Non-Staff Budget and Revenue Streams					
6.2.1 What 'Responsibility' does this post have for 'Managing Non-Staff Budget' and 'Government Revenue Collection'? (Non-Staff Budget typically applies to contracts for program delivery & capital expenditure projects)					
<input type="checkbox"/> None		<input checked="" type="checkbox"/> Has Direct Management Responsibility		<input type="checkbox"/> Is the Accounting Officer	
6.2.2 Please indicate the level of Non-Staff Budget and/or Revenue Streams for which this post is responsible.					
<input type="checkbox"/> None	<input type="checkbox"/> Less than \$500k	<input type="checkbox"/> \$500k to \$2m	<input checked="" type="checkbox"/> \$2m to \$10m	<input type="checkbox"/> \$10m to \$40m	<input type="checkbox"/> Greater than \$40m
6.3 Infrastructure for Vital Government Services					
6.3.1 Is the post responsible for managing 'Infrastructure' critical to the delivery of 'Vital' Government Services?					
<input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes. Has Direct Management Responsibility		<input type="checkbox"/> Yes. Is Ultimately Responsible	
6.3.2 If 'Yes' to the above, what would be the impact of failure of this infrastructure?					
<input type="checkbox"/> Low Impact: Mainly internal to Government		<input type="checkbox"/> Medium Impact: Mainly internal to Government		<input type="checkbox"/> High Impact: Mainly internal to Government	
<input type="checkbox"/> Low Impact: Bermuda-Wide		<input checked="" type="checkbox"/> Medium Impact: Bermuda-Wide		<input type="checkbox"/> High Impact: Bermuda-Wide	

7. Additional Information
The post holder must be flexible and willing to work irregular hours, including evenings, weekends and Public Holidays, on occasion, and to be on call 24/7, particularly in respect to animal and facility related issues as they arise. The position requires a dedicated and motivated individual with a strong work ethic and good client services skills, to participate in a range of social networking opportunities. Established professional contacts within the international aquarium and zoo industry are critical to this position.

DUTIES AND RESPONSIBILITIES OF THE POST

8. DETAILED DESCRIPTION OF MAIN DUTIES AND RESPONSIBILITIES OF THE POST
(Please use the same Headings for Main Duties as Listed in Section 1.0)
MANAGEMENT AND ADMINISTRATION OF THE BERMUDA AQUARIUM, MUSEUM AND ZOO (BAMZ)
8.1.1 Manages and administers the operations of the Bermuda Aquarium, Museum and Zoo (BAMZ) and provides the leadership and direction to the Units that provide the aquarium, zoo and museum services.
8.1.2 Participates in the development of the strategic plan and direction of the Department of Conservation Services and, in this regard, advises on strategies to position the Department as the recognized centre of comprehensive scientific knowledge about Bermuda's environment to inform decision making in Government policy and public engagement in conservation actions.
8.1.3 Contributes to the annual business planning cycle by proposing structured forward planning for BAMZ scientific research, educational and public outreach activities in accordance with government business planning procedures.
8.1.4 Establishes a business plan for the BAMZ, detailing operational goals and objectives and standards to be achieved. Establishes criteria for the evaluation of the services to be provided and measures and evaluates progress, reviews performance and directs the implementation of corrective measures in accordance with the existing policies and procedures. Reports achievements to the Director of the Department of Conservation Services.
8.1.5 Ensures that all officers of BAMZ are conversant with the departmental policies and procedures and amends policies and procedures in response to changes in the internal and external environment of BAMZ. As well, advises the Director on the development of appropriate Government policies, legislation and regulations in accordance with environmental needs and their impact on Bermuda's heritage.
8.1.6 Advises the Curators on the development of strategic and operational plans, to implement the objectives of the Division and monitors the implementation process. As well, establishes and implements the policies and procedures which ensure that employees under supervision are accountable for the delivery of the services

for which they are accountable.

- 8.1.7 Responsible for the provision of suitable facilities and safe working environment for employees, to facilitate the achievement of the objectives of the Section. In this regard, ensures that the Section is provided with all the appropriate equipment, technology, etc., to enable the officers to operate at the highest possible standards. Responsible for the governance of and participates in the Health and Safety Committee.
- 8.1.8 Provides reports and records on the performance and operation of the Section to the Director of the Department of Conservation Services. Responsible for properly administering all officially approved systems of documentation, i.e. records, returns, incidents, etc., to facilitate the provision of accurate statistics, for inclusion in the reports to be submitted to the Director of the Department of Conservation Services.
- 8.1.9 Undertakes periodic internal audits of the services provided by the Section, so that corrective action(s) can be taken, as required.
- 8.1.10 Responds to members of the public, businesses etc. on the services provided by the Section.

8.2 RELATIONSHIP MANAGEMENT AND COMMUNICATIONS DUTIES

- 8.2.1 Recognises, supports and maintains the relationship with Bermuda Zoological Society (BZS) and Atlantic Conservation Partnership (ACP) as the key delivery partners, to ensure the goals and objectives of the Department are delivered.
- 8.2.2 Develops and maintains good community and corporate relationships to foster good will and support fundraising through public speaking, networking, formal and informal meetings with executive level stakeholders, representation on committees and boards and liaising with media, to promote the objectives of the Department.
- 8.2.3 Develops and maintains operational relationships with other Government departments and relevant NGO's, to develop plans for the effective delivery of mutually agreed research, education and public outreach initiatives.
- 8.2.4 Contributes to the development and execution of an external communications strategy, in conjunction with the senior management team, the Department of Communications and Information, and the Permanent Secretary responsible for the Environment.

8.3 FINANCIAL AND HUMAN RESOURCE MANAGEMENT

- 8.3.1 Prepares the annual budget for the Bermuda Aquarium, Museum and Zoo, for submission to the Director of the Department of Conservation Services and manages the approved budget in accordance with the established Financial Procedures.
- 8.3.2 Oversees the purchase of all goods, materials and services used by the Bermuda Aquarium, Museum and Zoo and for submitting invoices for payment on a timely basis.
- 8.3.3 Responsible for all human resources management activities of the Section, including selecting, orientating, training of staff, providing advice and guidance and making recommendations for promotion, salary increases, disciplinary measures, etc.
- 8.3.4 Completes and ensures the completion of performance appraisals and probationary reports of staff in a timely matter and provides feedback to the staff on their performance appraisals/probationary reports so that, in cases where improvements in performance are necessary, corrective action can be taken.
- 8.3.5 Recommends vacation leave and special leave for the staff, for the approval of the Director.

8.4 ASSOCIATED DUTIES

- 8.4.1 Undertakes related duties, as requested by the Director of the Department of Conservation Services.