



JOB DESCRIPTION FORM

POSITION (PID) #		690010			
IDENTIFYING INFORMATION			POST CERTIFICATION		
Post Title	Curator, Natural History Museum		Print Name	Signature	Date
Present Grade	PS 33-35		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				Previous Ministry	
Last Review Date	30 Sept. 2003			Previous Number	
Panel Decision	Grade	Date	Signature	Previous Grade	
	34-36	1 Oct 10	<i>[Signature]</i>	Date of Transfer	

1. SUMMARY OF MAIN DUTIES	%
1. Research and education services	40%
2. Curatorial Duties (Collections and Exhibits)	30%
3. Management and administration	15%
4. Financial and human resource management	10%
5. Associated duties	05%
	TOTAL = 100%

2. SUMMARY OF ACCOUNTABILITY
<p>2.1 What specifically is this post accountable for?</p> <p>Works under the direction of the Principal Curator of the Bermuda Aquarium, Museum and Zoo and in accordance with departmental policies and procedures and the relevant legislation, to manage and undertake research, education and development, to enhance knowledge of Bermuda's biodiversity, biological and natural history and to design, develop and maintain high quality exhibits at the Bermuda Aquarium, Museum and Zoo, that are aligned to the strategic goals and mission of the Department of conserving and restoring Bermuda's natural heritage. The Curator also manages and administers the operations of the Bermuda Natural History Museum Section, including financial and human resource management functions and undertakes additional duties within the Section. The Curator of the Bermuda Natural History Museum also provides supervision and leadership of the Research and Conservation Department and Education Department of the Bermuda Zoological Society, under the guidance of the Principal Curator of the Bermuda Aquarium, Museum and Zoo.</p>
<p>2.2 Briefly describe the level of decision making authority held by this post.</p> <p>The Curator has the authority to make decisions and provide recommendations at a professional level, based upon the required education, experience and expertise, relating to all aspects of the Bermuda Natural History Museum, including the content of educational programmes, research programmes, funding proposals, etc. The Postholder 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 Principal Curator.</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 Curator must possess good organisational, supervisory, interpersonal, problem solving, conflict management and decision making skills. Additionally, the Postholder must possess excellent communication skills (written and oral) in order to effectively engage co-workers and technical and lay audiences on a wide-range of scientific and conservation topics.

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

The Curator must have an exceptionally strong knowledge of natural history, taxonomy and scientific methodology and an understanding of Bermuda's biogeography and ecosystems and of the most pressing local and global conservation issues. The Postholder must possess a working knowledge of specimen identification and curation, international and local legislation and policy regarding the acquisition and disposition of scientific specimens and the safe handling of chemical and pathogens likely to be encountered during the curation of specimens. The Curator must be conversant with museum exhibit design and development and demonstrate the ability to develop and deliver educational programming. Well developed public speaking, popular and technical writing skills, to effectively communicate with industry peers, students, employees and the general public as well as technical competencies on computers and in the Microsoft Suite are also necessary.

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.

A minimum of five (5) years' relevant experience in collections management, research and exhibit development is required for the post.

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 Postholder must possess a Doctorate Degree, i.e. Ph.D. in a natural science (Botany, Zoology, Ecology).

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

The Post requires certification in SCUBA (PADI rescue diver or equivalent), CPR, First Aid and Oxygen Provider training. Boat piloting licenses are necessary.

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. Collections Officer (690011);
2. Librarian (690012).

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
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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 checked="" type="checkbox"/> Less than \$500k	<input type="checkbox"/> \$500k to \$2m	<input type="checkbox"/> \$2m to \$10m	<input type="checkbox"/> \$10m to \$40m	<input type="checkbox"/> Greater than \$40m
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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 checked="" type="checkbox"/> No	<input type="checkbox"/> Yes. Has Direct Management Responsibility	<input type="checkbox"/> Yes. Is Ultimately Responsible
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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
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<input type="checkbox"/> Low Impact: Bermuda-Wide	<input type="checkbox"/> Medium Impact: Bermuda-Wide	<input type="checkbox"/> High Impact: Bermuda-Wide
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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 Post requires a dedicated and motivated individual with a strong work ethic, good client services skills, to participate in a range of social networking opportunities. Established professional contacts within the international museum and academic community 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)

8.1 RESEARCH AND EDUCATION SERVICES

- 8.1.1 Manages the activities of the Conservation and Research Programmes at Bermuda Aquarium, Museum and Zoo through the development of funding proposals and written grant requests and by providing guidance and scientific oversight of three to five scientists/technical consultants employed on grants administered through the Bermuda Zoological Society.
- 8.1.2 Participates and provides professional advice to the Bermuda Zoological Society's Research and Conservation Committee.
- 8.1.3 Undertakes, directs and co-ordinates research on Bermuda's natural history, including projects by resident and visiting scientists, consultants, summer students and volunteers.
- 8.1.4 Writes research papers for publication in scientific journals and articles on Bermuda's natural history for the public.
- 8.1.5 Participates in local and international efforts, to assemble and integrate information on biodiversity, biological conservation and natural history, by providing databases, research summaries, book chapters, and consultation.
- 8.1.6 Obtains, develops and makes available collection materials to expand and enhance the research and education functions of the organisation.
- 8.1.7 Develops interest in Bermuda's natural history among local students and the public through involvement with schools, the Bermuda Zoological Society and other societies and organisations by lectures, exhibits, tours and publications. Solicits community support.
- 8.1.8 Develops, delivers, assesses and oversees education programmes at BAMZ, in conjunction with the Education Officer of the Bermuda Zoological Society, ensuring that these are strategically aligned with critical

conservation needs. Participates in and provides professional advice to the Bermuda Zoological Society's Education Committee.

- 8.1.9 Liaises with and provides advice on issues relating to Bermuda's natural history to scientific specialists, visiting student groups, societies, organizations and the general public, and other Government departments.

8.2 CURATORIAL DUTIES (COLLECTIONS AND EXHIBITS)

- 8.2.1 Develops, curates and conserves a collection of scientific specimens, images, data and publications that document all aspects of Bermuda's natural history (geology, paleontology, biodiversity, biogeography and conservation).
- 8.2.2 Develops, maintains and makes available databases documenting the specimens and artifacts represented in the natural history collection.
- 8.2.3 Ensures that the natural history collection is appropriately classified and documented and implements a system of protective control procedures, to maintain the quality of the preserved specimens.
- 8.2.4 Provides taxonomic identification of locally collected biological specimens.
- 8.2.5 Approves and oversees loans of collection items between the Museum and other institutions and individuals.
- 8.2.6 Plans, researches and directs the development of the Museum exhibit, including design, graphics and text, procurement of objects and production of related promotional and educational materials.
- 8.2.7 Directs activities of the Museum, to accomplish acquisition, safekeeping, research, instruction and public awareness of the Museum's objectives.
- 8.2.8 Administers the affairs of the Museum by corresponding with and contacting administrators of other institutions or collections to obtain, exchange and loan collections, to identify collections, exchange information, maintains inventories and to represent the Museum at selected scientific conferences.

8.3 MANAGEMENT AND ADMINISTRATION

- 8.3.1 Manages and administers the operations of the Museum and provides the leadership and direction to the Section that provides the museum services.
- 8.3.2 Participates in the development of the strategic plan and direction of the Section and, in this regard, advises on strategies, to position the Section 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.
- 8.3.3 Contributes to the annual business planning cycle by proposing structured forward planning for Bermuda Aquarium, Museum and Zoo scientific research, education and public outreach activities in accordance with Government business planning procedures.
- 8.3.4 Establishes a business plan for the Museum, 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 Principal Curator.
- 8.3.5 Ensures that all officers in the Section are conversant with the departmental policies and procedures. Establishes and implements the policies and procedures which ensure that employees are accountable for the delivery of the services for which they are accountable.
- 8.3.6 Responsible for the provision of suitable facilities and safe working environments for employees, to facilitate the achievement of the objectives of the Section. In this regard, ensures that staff are provided with all the appropriate equipment, technology, etc., to enable them to operate at the highest possible standards.
- 8.3.7 Provides reports and records on the performance and operation of the Section to the Principal Curator of the Bermuda Aquarium, Museum and Zoo, so that he/she can report achievements to the Director of the Department of Conservation Services.
- 8.3.8 Administers all officially approved systems of documentation, i.e. records, returns, incidents etc., to provide accurate statistics for inclusion in the reports to be submitted to the Principal Curator of the Bermuda Aquarium, Museum and Zoo.
- 8.3.9 Liaises with the Facilities Manager, to ensure that the exhibits, interior and exterior of the Bermuda Natural History Museum are maintained to provide a high quality public experience.
- 8.3.10 Responds to queries from members of the public, businesses etc. on the services provided by the Section.

8.4 FINANCIAL AND HUMAN RESOURCE MANAGEMENT

- 8.4.1 Prepares the annual budget for the Bermuda Natural History Museum Section, for submission to the Principal Curator of the Bermuda Aquarium, Museum and Zoo and manages the approved budget in accordance with the established Financial Procedures.
- 8.4.2 Responsible for the purchase of all goods, materials and services used by the Bermuda Natural History Museum and for submitting invoices for payment to the Accounts Administrator on a timely basis.

- 8.4.3 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.
- 8.4.4 Completes performance appraisals and probationary reports of staff under supervision 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.
- 8.4.5 Recommends vacation leave and special leave for the staff, for the approval of the Principal Curator of the Bermuda Aquarium, Museum and Zoo.

8.5 ASSOCIATED DUTIES

- 8.5.1 Undertakes other related duties, as requested by the Principal Curator of the Bermuda Aquarium, Museum and Zoo.