



JOB DESCRIPTION FORM

POSITION (PID) #		690011			
IDENTIFYING INFORMATION			POST CERTIFICATION		
Post Title		Collections Officer		Print Name	Signature
Present Grade		PS 23-25		Prepared By	[REDACTED]
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	[Signature]
Date		9 Dec 2008		Previous Department	
Cabinet Conclusion Ref				Previous Ministry	Environment
Last Review Date			26 Sept. 2002	Previous Number	
Panel Decision	Grade	Date	Signature	Previous Grade	
	25-27	01-Oct-10	[Signature]	Date of Transfer	

1. SUMMARY OF MAIN DUTIES (Ideal Maximum Four)	%
1.Management of the Natural History Collection	60%
2.Provision of research and extension services	20%
3.Provision of technical services and the development of exhibits	15%
4.Associated duties	05%
TOTAL = 100%	

2. SUMMARY OF ACCOUNTABILITY

2.1 What specifically is this post accountable for?

In accordance with departmental policies and procedures and the relevant legislation, the post holder is responsible for managing the Natural History Collection of the Bermuda Aquarium, Museum and Zoo and is accountable for registering, cataloguing, preparing and maintaining specimens. The Collections Officer also provides research and extension services to research scientists and advises on the effective use of the natural history specimens, to enhance knowledge of Bermuda's biodiversity and natural history. In addition, the Collections Officer performs technical duties, participates in the development of museum exhibits and undertakes associated duties, as requested by the Curator, Natural History and Museum.

2.2 Briefly describe the level of decision making authority held by this post.

The Collections Officer has the authority to make decisions and provide recommendations at a technical level, based upon the required education, experience and expertise, relating to the Natural History Collection. Such decisions and recommendations are made within the existing policies and procedures.

2.3 To which position does this post report directly? Curator, Natural History Museum

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 Collections Officer must possess good organizational, networking, inter-personal, communications, problem solving and decision making skills. The post holder must be process driven and detail orientated with a commitment to process.

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

The Collections Officer must have a working knowledge of Bermuda Natural History and taxonomy, strong research skills in identification of natural history specimens, competence in the curation and management of natural history specimens and knowledge of the chemicals and pathogens likely to be encountered during the curation of specimens. The Collections Officer must have an understanding of legislation relating to the acquisition and disposition of specimens and the ability to write reports and articles to a high standard. The post holder must be technically competent on computers and in the Microsoft Suite.

4. MINIMUM EXPERIENCE REQUIRED (Tick the Appropriate Box)

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 two (2) years relevant post-qualification in a museum, laboratory or in a similar environment is required for the post.

5. MINIMUM EDUCATIONAL QUALIFICATION REQUIRED (TICK THE APPROPRIATE BOX)

- 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 in Natural Science, together with formal laboratory or museum training which includes collection and preservation techniques.

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

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.
Supervision of volunteers.

6.2 Non-Staff Budget and Revenue Streams (FOR EACH SUB SECTION TICK THE APPROPRIATE BOX)

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 checked="" type="checkbox"/> None | <input 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 checked="" type="checkbox"/> None | <input 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 |
|------------------------------------------|-------------------------------------------|-----------------------------------------|----------------------------------------|-----------------------------------------|---------------------------------------------|

6.3 Infrastructure for Vital Government Services (FOR EACH SUB SECTION TICK THE APPROPRIATE BOX)		
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
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 type="checkbox"/> Medium Impact: Bermuda-Wide	<input type="checkbox"/> High Impact: Bermuda-Wide

7. Additional Information

The Collections Officer must be flexible in work hours and be willing to work in the field, when necessary and occasionally under adverse conditions. The position requires a dedicated, highly organised individual who is motivated and willing to work safely with biological specimens, which are often in various states of decomposition. The Collection Officer must have or be willing to develop an area of expertise complementary to the skills already in the Department, e.g. Botanist. The Collections Officer must be willing to recruit and train volunteers and interns to assist in the preparation of specimens, management and curation of the Collections. This position is ideally filled by a person with a Master's Degree and two (2) years of experience but a person with a Bachelor's Degree in a natural science and five (5) years' experience working in a Museum would be considered for the post.

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 MANAGEMENT OF THE NATURAL HISTORY COLLECTION
8.1.1 Manages the Natural History Collection of the Bermuda Aquarium, Museum and Zoo, including the registration, cataloguing, preparation and maintenance of specimens and their associated documentation. Responsibility includes specimens that are both on and off exhibit or on loan to another institution or individual and potential specimens that are stored that are not yet accessioned.
8.1.2 Maintains the natural history specimen database and prepares reports on the general specimen inventory and selected aspects, e.g. by location, date, environment, group, etc.
8.1.3 Prepares specimens for the collection using taxidermy and other preservation techniques for display in collection rooms for exhibits and educational programmes. Installs and arranges exhibit material, as required.
8.1.4 Develops and maintains procedures to protect the collection and data from loss, deterioration, theft or damage.
8.1.5 Provides supervised access and guidance to the collection by researchers and the general public.
8.2 PROVISION OF RESEARCH AND EXTENSION SERVICES
8.2.1 Provides research assistance and general information to visiting scientists, students and the general public on specimen material, as required. Provides assistance to the Curator, Natural History Museum and visiting scientists in their respective research and is actively engaged in research projects relating to Bermuda's natural history.
8.2.2 Develops field guides and submits technical and general papers for publication relating to Bermuda's natural history as requested.
8.2.3 Develops interest in Bermuda's natural history among local students and the public through contact with local schools, Bermuda Zoological Society, other societies and organisations, by lectures, exhibits and publications. Advises the Education Co-ordinator, Design Artist, etc., on the effective use of the natural history specimens in educational programmes and exhibits.
8.3 PROVISION OF VOLUNTEER SERVICES AND EXHIBIT DEVELOPMENT
8.3.1 Recruits, trains and supervises up to eight (8) volunteers in the various aspects of collections management.
8.3.2 Designs and develops, as requested by the Curator, Natural History Museum, museum exhibits and materials

materials relating to Bermuda's natural history, by providing scientific and technical support.

8.4 ASSOCIATED DUTIES

8.4.1 Undertakes associated duties, as requested.