



## JOB DESCRIPTION FORM

<b>POSITION (PID) #</b>		<b>690025</b>			
<b>IDENTIFYING INFORMATION</b>			<b>POST CERTIFICATION</b>		
Post Title	Head Aquarist		Print Name	Signature	Date
Present Grade	N/A		Prepared By		
Department/Section	Conservation Services/Aquarium and Zoo		Post holder Agreed		
Ministry	Environment and Sports		Dept. Head Agreed		
<b>POST STATUS</b>			<b>POST TRANSFER (if applicable)</b>		
	New Post	Revised Post	Redefined Post	Previous Title	
Date	9 Dec 2008			Previous Department	
Cabinet Conclusion Ref	Cab. Concl. 42(08)6			Previous Ministry	
Last Review Date				Previous Number	
Panel Decision	Grade	Date	Signature	Previous Grade	
	29-31	1-Oct-10	W. Pollock	Date of Transfer	

<b>1. SUMMARY OF MAIN DUTIES</b> (Ideal Maximum Four)	<b>%</b>
1. Management of the Aquarium Section	35%
2. Professional aquarist duties	30%
3. Administrative duties	20%
4. Outreach and liaison duties	10%
5. Associated duties	05%
	<b>TOTAL = 100%</b>

<b>2. SUMMARY OF ACCOUNTABILITY</b>
<p>2.1 What specifically is this post accountable for?</p> <p>The post is accountable for managing the Aquarium Section at the Bermuda Aquarium, Museum and Zoo (BAMZ), to provide the appropriate professional care, maintenance and improvement of all aquarium exhibits at BAMZ which would contribute to a further knowledge, understanding and appreciation of Bermuda's environment by residents and visitors. The Head Aquarist also performs professional aquarist duties as well as administrative duties associated with the provision of the aquarist services, including financial and human resources administrative duties. In addition, post undertakes outreach and liaison and additional duties within the Section. All duties are performed in accordance with the departmental policies and relevant legislations.</p>
<p>2.2 Briefly describe the level of decision making authority held by this post.</p> <p>As the Head Aquarist with responsibility for managing delegated functions, the post is responsible for making decisions at a professional level which would result in changes to procedures and the delivery of service. The Postholder makes professional decisions on the care, maintenance and improvement of all aquarium exhibits and on the financial and human resource matters.</p>
<p>2.3 To which position does this post report directly? Curator, Aquarium and Zoo.</p>

<b>3. ESSENTIAL KNOWLEDGE &amp; SKILLS</b>
<p><b>List the key knowledge and skills required to fulfill the <i>minimum requirements</i> of the post under the following categories.</b></p>
<p>3.1 General Knowledge / People Skills (Soft Skills).</p> <p>The Head Aquarist must possess good organisational, interpersonal, problem solving and decision making skills. Additionally, this post holder must possess excellent organisational and communication skills in order to effectively engage co-workers and the general public on a wide-range of scientific and conservation topics. In addition, this post holder must possess practical "can do" attitude as well as strong supervisory and conflict mediation skills. The post requires a dedicated individual with strong work ethics and good client service skills who can work</p>

independently with minimum supervision.

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

The post holder must be familiar with Bermuda's Fisheries Regulations and legislation pertaining to protected species, protected marine areas and must be qualified in the operation of boats. The Head Aquarist must be proficient in using biological field methods and fish husbandry methods, have thorough knowledge of Bermuda's Marine Ecology and Fauna, Aquarium science and be capable of collecting and analysing related data. Additionally, the post holder must have experience in the design, construction and maintenance of aquarium exhibits and their life support systems and a good working knowledge of Microsoft Office Suite and database programmes.

#### 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.

The post requires a minimum of three (3) years' relevant experience in biological field methods.

#### 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:  
A Bachelor's Degree in Aquarium Science, Environmental Science, Marine Biology or Zoology is required for the post.

5.2 List any special licenses, registrations or certifications required for this job:  
The Post requires certification in Scuba diving to Rescue Diver or equivalent (PADI, NAUI, BSAC), CPR, First Aid and Oxygen Provider and possession of a "C" Class Pilots' and Intermediate Truck Licences.

#### 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. Senior Aquarist PID 690035.
2. Aquarist PID 690033, 690041, 690043 and 690044.

##### 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 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 checked="" 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 Head Aquarist must be physically fit and be capable and willing to work on the water and in hot and often difficult conditions within enclosures containing exotic and potentially dangerous animals. The Postholder must be flexible and willing to work irregular hours, including evenings and weekends and Public Holidays, and be willing to attend to occasional facility and animal related incidents or emergencies as they occur, e.g. animal escapes, wildlife strandings, hurricanes, fires, etc., as part of his/her professional obligation. Established contacts within the international aquarium and zoo industry are critical to this position.

Applicants, who do not possess a Bachelor's Degree, but possess at least five (5) years' experience in aquarium husbandry and management, will also 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 AQUARIUM SECTION**

- 8.1.1 Manages the Aquarium Section at the Bermuda Aquarium, Museum and Zoo (BAMZ), to provide the appropriate care, maintenance and enhancement of all aquarium exhibits, which contribute to the knowledge, respect and appreciation of Bermuda's environment by residents and visitors.
- 8.1.2 Ensures that the staff are aware of the established policies and procedures in respect to the care, maintenance and enhancement of the exhibits and that they are adhered to in the discharge of their duties and responsibilities.
- 8.1.3 Establishes, in consultation with the Curator, Aquarium and Zoo, a business plan for the Aquarium Section, detailing the operational goals and objectives and the standards of service to be achieved. Evaluates the implementation of the plan against the established objectives and reports to the Curator, Aquarium and Zoo so that he/she can advise the Principal Curator, accordingly.
- 8.1.4 Responsible for providing suitable facilities and safe working environment for the staff, to facilitate the best possible delivery of services and to enhance the morale and development of the staff. In this regard, ensures that the staff are provided with the appropriate equipment, technology, etc., to enable them to operate at the highest possible standards. Promptly advises the Curator, Aquarium and Zoo of any deficits and acts, accordingly.
- 8.1.5 Maintains, in conjunction with the appointed Dive Safety Officer, the SCUBA gear and equipment for the Section.
- 8.1.6 Administers all officially approved systems of documentation, i.e. records, returns etc., to provide accurate statistics regarding the activities in the Section are maintained.
- 8.1.7 Monitors the aquarium environments and initiates or recommends action, to protect the health of the specimens, i.e. pest control, redesign, etc.

**8.2 PROFESSIONAL AQUARIST DUTIES**

- 8.2.1 Undertakes professional aquarist duties and participates in the husbandry and enrichment of animals in the Aquarium and in the wildlife rehabilitation programme, including feeding, preparation of diets, watering, cleaning exhibits, environmental and dietary enrichment etc. Recommends and implements the release, transfer or disposition of animals in the Aquarium.

- 8.2.2 Develops, modifies and implements, in consultation with the Curator, Aquarium and Zoo and the Veterinarian, the protocols for the aquarium, including nutrition, disease prevention, training, enrichment, water quality etc. and monitors the implementation of the protocols by the staff. Takes corrective action, as required.
- 8.2.3 Researches and makes recommendations for potential specimens for collection, that satisfy BAMZ's mission and institutional collection plan, in consultation with the Curator, Aquarium and Zoo. Provides prioritised lists from the Institutional Collection Plan of identified marine specimens, for collection by the Marine Operations Section, and participates in the collection process, as necessary.
- 8.2.4 Implements the Preventative Health Care Plan for the animals in the aquarium and medicates the animals, as requested by the Veterinarian according to the established procedures, and disposes of all chemicals and biological hazards properly.
- 8.2.5 Participates in the co-ordination, rescue, collection and rehabilitation and potential necropsy and proper disposal of wild life, including dangerous species.
- 8.2.6 Collects water samples from the exhibit tanks and other designated areas and submits the samples for general laboratory testing both locally and internationally. Supervises and maintains automated water quality testing probes, as necessary.
- 8.2.7 Undertakes and ensures that the staff performs routine care, maintenance and enhancements of the exhibits, enclosures, visitors' areas and life support systems, to maintain the established standard of health, safety and aesthetics. Inspects the grounds, buildings and fixtures in designated areas and identifies and reports items in need of repair to the Curator, Aquarium and Zoo.
- 8.2.8 Purchases, cleans, repairs, sterilises and stores the equipment used by the Section and ensures that the staff clean, sterilises and stores the equipment correctly. This includes the responsibility for planned maintenance and care of all aquarium enclosures and life support systems, including those not on exhibit.
- 8.2.9 Participates in the design of major aquarium upgrade plans and, in this regard, researches through the internet, the library, etc., best practices and makes recommendations, accordingly, for the additions, modifications or removal of exhibits. Submits new design plans to the Curator, Aquarium and Zoo for comment and approval. As appropriate, manages the development and fabrication of aquarium exhibits and advises the Curator, Aquarium and Zoo of design limitations or problems, so that corrective action can be taken.

### **8.3 ADMINISTRATIVE DUTIES**

- 8.3.1 Prepares, in consultation with the Curator, Aquarium and Zoo the budget recommendations for the equipment, goods and supplies and services to be used by the Section, ensuring that the relevant documentation is submitted to the Administration Section. Administers the approved budget in accordance with Financial Instructions and with due regard for economy.
- 8.3.2 Establishes, implements and monitors the policies, procedures and guidelines for all Sections and updates, as required.
- 8.3.3 Maintains records and accurate statistics of all husbandry and maintenance activities in accordance with the officially approved systems of documentation, including inventory of specimens, feeding, health observations, water quality, training, enrichment and rehabilitation, etc. Liaises with the Animal Registrar on record keeping activities, as they relate to the animals and enclosures and produces relevant reports, as necessary.
- 8.3.4 Orders and replaces equipment, supplies and materials, approves invoices for payment and maintains an inventory of all items.
- 8.3.5 Undertakes delegated human resources administrative duties in respect to the staff, trainees and volunteers, including interviewing, recruiting, orienting, training, providing guidance and making recommendations for promotion, disciplinary measures, etc.
- 8.3.6 Provides orientation, training and supervision of staff, junior staff and volunteers in the Aquarium in the use of specialised equipment and in the established protocols. Assigns work to staff and volunteers and ensures that the work is completed according to the established schedules and required standards.
- 8.3.7 Completes the performance appraisals and probationary reports for the staff in a timely manner and provides feedback to the staff on their performance, so that, in cases where improvements in performance are required, corrective actions can be taken.
- 8.3.8 Consults with the Curator, Aquarium and Zoo and prepares a succession plan for the Section and, in this regard, identifies key positions where succession planning is required due to retirements or career changes, in-house potential replacements and delegates responsibilities as part of the succession exercise.
- 8.3.9 Recommends, for the approval of the Curator, Aquarium and Zoo, vacation and special leave for the staff and ensures that there is suitable cover, so that the work of the Section is not adversely affected.

### **8.4 OUTREACH AND LIAISON DUTIES**

- 8.4.1 Conducts lectures and tours and ensures that the staff conduct similar tours and make presentations on the interpretation of the exhibits. Conducts animal encounters on a wide variety of topics for all age groups and ensures the safety of the groups.

- 8.4.2 Prepares stories for press release, for the approval of the Curator, Aquarium and Zoo, and issues, as directed. Contributes articles to the BAMZ newsletters as well.
- 8.4.3 Develops, as necessary, interpretation of exhibits, in consultation with the graphic team.
- 8.4.4 Liaises with other BAMZ stakeholders, Government departments, overseas facilities, scientists, etc. in respect to the work and activities and the requirement of the Section or to exchange ideas and discuss best practices.
- 8.4.5 Liaises with the public and law enforcement agencies in respect to issues relating to animals off-site.

**8.5 ASSOCIATED DUTIES**

- 8.5.1 Participates in Departmental meetings and special related projects, as requested, and shares ideas and information on issues, enhancements, etc. with colleagues.
- 8.5.2 Undertakes related duties, as requested by the Curator, Aquarium and Zoo.