



JOB DESCRIPTION FORM

| | | | | | |
|--------------------------------|---------------------|--|--------------------------------------|---------------------|-----------|
| POSITION (PID) # | | 690035 ✓ | | | |
| IDENTIFYING INFORMATION | | | POST CERTIFICATION | | |
| Post Title | | Senior Aquarist | | Print Name | Signature |
| Present Grade | | N/A | | Prepared By | |
| Department/Section | | Conservation Services/Aquarium and Zoo | | Post holder Agreed | |
| Ministry | | Environment and Sports | | Dept. Head Agreed | |
| POST STATUS | | | POST TRANSFER (if applicable) | | |
| | New Post | Revised Post | Redefined Post | Previous Title | |
| | | | | Previous Department | |
| Date | 9 Dec 2008 | | | Previous Ministry | |
| Cabinet Conclusion Ref | Cab. Concl. 42(08)6 | | | Previous Number | |
| Last Review Date | | | | Previous Grade | |
| Panel Decision | Grade | Date | Signature | Previous Grade | |
| | 21-23 | 1-Oct-10 | WJollyfe | Date of Transfer | |

| 1. SUMMARY OF MAIN DUTIES (Ideal Maximum Four) | % |
|--|---------------------|
| 1. Professional aquarist duties | 55% |
| 2. Administrative duties | 20% |
| 3. Outreach and liaison | 10% |
| 4. Human resource administrative duties | 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 supervision of the Head Aquarist and in accordance with the Departmental policies and procedures, to provide the appropriate professional care, maintenance and improvement of all aquarium exhibits at BAMZ, which contribute to a further knowledge, understanding and appreciation of Bermuda's environment by residents and visitors. The Senior Aquarist performs administrative duties associated with the provision of the aquarist services, including human resources administrative duties in the respect to junior staff and volunteers. In addition, the Post undertakes outreach and liaison and additional duties within the Section.</p> |
| <p>2.2 Briefly describe the level of decision making authority held by this post.</p> <p>The Senior Aquarist makes decisions at a professional level in respect to the duties and responsibilities associated with the provision of animal husbandry services at BAMZ, including decisions on the appropriate care, maintenance and improvement of aquarium exhibits. The Postholder also has the authority to make decisions on the human resource matters in respect to junior staff and volunteers, in accordance with the relevant human resource policies and procedures.</p> |
| <p>2.3 To which position does this post report directly? The Post reports directly to the Head Aquarist.</p> |

| 3. ESSENTIAL KNOWLEDGE & SKILLS |
|---|
| <p>List the key knowledge and skills required to fulfill the <i>minimum requirements</i> of the post under the following categories?</p> |
| <p>3.1 General Knowledge / People Skills (Soft Skills).</p> <p>The Senior Aquarist must possess good organisational, interpersonal, supervisory, leadership, problem solving and decision making skills. Additionally, the Postholder must possess excellent communication skills, to effectively</p> |

engage co-workers and the general public. As well, the Senior Aquarist must possess a practical "can do" attitude and contribute positively to the work environment.

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

The Postholder must have a working knowledge of biological field methods, fish husbandry, life support systems and Aquarium Science in general. The Senior Aquarist is expected to have a good knowledge of Bermuda's marine flora and fauna, be able to operate a boat safely and have knowledge on the design, construction and maintenance of aquarium exhibits and life support systems. The Senior Aquarist must have a working knowledge of Microsoft Office 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.

The Post requires a minimum of three (3) years' relevant experience, working as an Aquarist in the field of animal care.

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:

An Associate'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. N/A

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)

- None Has Direct Management Responsibility 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 Senior Aquarist must be physically fit and be capable and willing to work 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. The Post requires a dedicated, highly organised individual with a strong work ethic and good client services skills, who can work independently with minimum supervision. Established contacts within the international aquarium and zoo industry are advantageous 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 PROFESSIONAL AQUARIST DUTIES

- 8.1.1 Undertakes assigned duties in accordance with the established plan and participates in the routine 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 enrichments, etc. Recommends the release, transfer or disposition of animals in the aquarium to the Head Aquarist.
- 8.1.2 Provides the appropriate professional care, maintenance and enhancement of all aquarium exhibits at BAMZ, which would contribute to the knowledge, respect and appreciation of Bermuda's environment by residents and visitors.
- 8.1.3 Implements, as required and in consultation with the Curator, Head Aquarist and Veterinarian, the protocols for the aquarium, including nutrition, disease prevention, training, water quality, etc. Monitors the implementation of the protocols by the aquarist staff and advises the Head Aquarist on the implementation of the policies, procedures and protocols.
- 8.1.4 Researches and makes recommendations for potential specimens for collection, that satisfy BAMZ's mission and institutional collection plan, in consultation with the Head Aquarist. Provides lists of identified marine specimens for collection by the Marine Operations Section to the Head Aquarist and participates in the collection process, as necessary.
- 8.1.5 Participates in 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, ensuring that all chemicals and biological hazards are properly disposed of. As well, participates in the rescue, collection, rehabilitation and potential necropsy and proper disposal of wild life, including dangerous species.
- 8.1.6 Undertakes and ensures that the staff undertake routine maintenance of the exhibits, enclosures, visitors' areas and life support systems, to ensure that a high standard of health, safety and aesthetics is maintained.
- 8.1.7 Recommends the release, transfer or disposition of animals in the aquarium to the Head Aquarist.
- 8.1.8 Purchases, cleans, repairs, sterilises and stores the equipment used by the Section, and ensures that the staff clean and sterilize and store the equipment.
- 8.1.9 Ensures that there are suitable facilities and safe working environment for the staff, to facilitate the best possible services are delivered and to enhance the morale and development of staff. In this regard, provides the staff with the appropriate safety equipment, technology, etc., to enable them to operate at the highest

possible of standards. Promptly notifies the Head Aquarist of any deficits.

- 8.1.10 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 Head Aquarist, for comment and approval. As appropriate, manages the development and fabrication of aquarium exhibits and advises the Head aquarist of design limitations or problems, so that corrective action can be taken.
- 8.1.11 Inspects the grounds, buildings and fixtures in designated areas and identifies and reports items requiring repairs, enhancements or touch-ups to the Head Aquarist. Monitors the aquarium environments and initiates or recommends action to protect the health of the specimens, i.e. pest control, redesign, etc.

8.2 ADMINISTRATIVE DUTIES

- 8.2.1 Prepares, in consultation with the Head Aquarist, the budget recommendations for the equipment, goods and supplies and services to be used by the junior and volunteer programme, ensuring that the relevant documentation is submitted. Administers the approved budget in accordance with Financial Instructions and with due regard for economy.
- 8.2.2 Designs, implements and monitors the policies, procedures and guidelines for programme; updates, as requested by the Head Aquarist.
- 8.2.3 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 for the Head Aquarist and Animal Registrar, as necessary.
- 8.2.4 Orders and replaces equipment, supplies and materials, approves invoices for payment and maintains an inventory of all items.
- 8.2.5 Provides orientation, training and supervision of the junior staff, trainees 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 OUTREACH AND LIAISON DUTIES

- 8.3.1 Conducts lectures and tours and ensures that the junior staff and volunteers conduct similar tours and make presentations on the interpretation of the exhibits. As well, conducts animal encounters on a wide variety of topics for all age groups and ensures the safety of the groups.
- 8.3.2 Prepares stories for press release, for the approval of the Curator of the Aquarium and Zoo, and issues, as directed. As well, contributes articles to the BAMZ newsletters.
- 8.3.3 Develops, as necessary, interpretation of exhibits, in consultation with the graphic team.
- 8.3.4 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 best practices.
- 8.3.5 Liaises with the public and law enforcement agencies in respect to issues relating to animals off-site.

8.4 HUMAN RESOURCE ADMINISTRATIVE DUTIES

- 8.4.1 Performs delegated human resource administrative duties in respect to the junior staff, trainees and volunteers. In this regard, as required, interviews, recruits, orients, trains, supervises and provides guidance, as necessary, etc.
- 8.4.2 Provides feedback to the staff on their performance, so that in cases where improvements in performance are required, corrective actions can be taken.

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. to colleagues.
- 8.5.2 Undertakes other related duties, as requested by the Head Aquarist.