



JOB DESCRIPTION FORM

POSITION (PID) #		690071 ✓			
IDENTIFYING INFORMATION			POST CERTIFICATION		
Post Title	Animal Registrar		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		
POST STATUS			POST TRANSFER (if applicable)		
	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	
	26-28	1 Oct 10	<i>[Signature]</i>	Date of Transfer	

1. SUMMARY OF MAIN DUTIES (Ideal Maximum Four)	%
1.Collection and maintenance of animal and enclosure records	65%
2.Advisory and liaison duties	20%
3.Administrative duties	10%
4.Associated duties	05%
TOTAL = 100%	

<p>2. SUMMARY OF ACCOUNTABILITY</p> <p>2.1 What specifically is this post accountable for?</p> <p>Works under the supervision of the Curator, Aquarium and Zoo and in accordance with the Departmental and international policies, procedures and standards, to maintain and provide accurate animal and enclosure records, for decision making in respect to the exhibits at the Bermuda Aquarium, Museum and Zoo (BAMZ). The Animal Registrar also performs advisory and liaison duties and undertakes administrative duties associated with the provision of the Animal Registrar's duties and responsibilities. In addition, the Post performs additional duties, as requested by the Curator, Aquarium and Zoo.</p> <p>2.2 Briefly describe the level of decision making authority held by this post.</p> <p>The Animal Registrar will be responsible for making decisions and providing recommendations in respect to the collection and maintenance of animal and enclosure records at a professional level. ?</p> <p>2.3 To which position does this post report directly? The Curator, Aquarium and Zoo.</p>
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<p>3. ESSENTIAL KNOWLEDGE & SKILLS</p> <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 Animal Registrar must possess excellent organisational, interpersonal, problem solving, conflict mediation and decision making skills. Additionally, the Postholder must possess excellent communication skills, to effectively engage co-workers and other zoo and aquarium professionals. As well, the Animal Registrar must possess a practical "can do" attitude and contribute positively to the work environment.</p> <p>3.2 Technical Knowledge / Position Specific Skills (Hard Skills). This includes knowledge of particular legislation, processes, specialties, etc.</p> <p>The Post must be familiar with the local and international legislation regulating animal acquisition, disposition,</p>
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husbandry standards and transportation across international borders. The Postholder must possess a good working knowledge of Microsoft Suite and other specialised computer applications relevant to the job, e.g. TRACKS, ARKS, MEDARK, ETC, and of the concepts, principles and practices of professional museum and zoo registration methods and collection management standards.

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 two (2) years' relevant post-qualification experience, undertaking similar duties.

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 requires a Bachelor's Degree in Animal Science, Biology or a related field.

5.2 List any special licenses, registrations or certifications required for this job:
Certification in Record keeping from the Aquarium and Zoo Association (AZA) 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. 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.

- None
 Less than \$500k
 \$500k to \$2m
 \$2m to \$10m
 \$10m to \$40m
 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?

- No
 Yes. Has Direct Management
 Yes. Is Ultimately Responsible

	Responsibility	
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 Postholder must be flexible and willing to work irregular hours, including evenings and weekends and Public Holidays, on occasion 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, good client services skills and motivated, to participate in a range of professional 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)

8.1 COLLECTION AND MAINTENANCE OF ANIMAL AND ENCLOSURE RECORDS

- 8.1.1 Collects, maintains and enhances all records pertaining to the animals and enclosures at the Bermuda Aquarium, Museum and Zoo (BAMZ), to provide accurate and current records and information, for decision making. Evaluates the records of the animal management programmes, to determine historical trends and recommends improvements, as necessary.
- 8.1.2 Implements and reviews, in conjunction with the administrative, curatorial and support staff, the collections management objectives, establishing and developing relevant policies and procedures. Monitors the collection activity, ensures compliance with the relevant policies and procedures and proposes changes, as appropriate. Reviews the record keeping and transaction procedures and implements improvements to the standards of records management.
- 8.1.3 Develops and manages the collection and maintenance of an inventory of the BAMZ animal collection and compiles an inventory on an annual basis, to incorporate data regarding the activities in the animal collection. As well, develops procedures and automated and manual systems in respect to inventory control of the collection.
- 8.1.4 Monitors and records the daily transactions, including shipments, births, deaths, behaviour, reproduction and medical treatments, etc., and advises the administrative, curatorial and other appropriate staff, accordingly.
- 8.1.5 Develops and implements internal and external control measures, to preserve the quality of the institutional animal records and data. Provides training and support to and monitors compliance of administrative, curatorial and other appropriate staff in the methodology and operation of the animal records database(s), to ensure a high standard of data quality and timeliness.
- 8.1.6 Prepares, in conjunction with the curatorial staff, loan agreements in respect to animals at BAMZ and monitors the status of the specimens on loan. Maintains files of all the documents related to the transactions, i.e. loan agreements, contracts, permits, etc.
- 8.1.7 Prepares reports on the collection programme and management of the exhibits, for submission to the Curator, Aquarium and Zoo and other management staff, as required.
- 8.1.8 Establishes and implements documentation standards for the shipment records in accordance with international standards and advises the relevant staff.
- 8.1.9 Undertakes genealogy searches for use in the selection of appropriate specimens for breeding or exhibit for the in-house populations as well as for incoming animals.
- 8.1.10 Participates in the collection of information relating to wildlife, including necropsy data, and works with the Collections Officer, to provide the museum with accurate and timely specimen information.

8.2 ADVISORY AND LIAISON DUTIES

- 8.2.1 Advises the Curator, Aquarium and Zoo on the management of the collection and registration of animals and on the need to adhere to the relevant policies and managers on the legal and logistical aspects of the collection activity.
- 8.2.2 Advises on and participates in the Species Survival Plans (SSP) by maintaining SSP correspondence.

- 8.2.3 Liaises with the International Species Information System (ISIS), inputs data into the system, analyses and disseminates information, as necessary. As well, liaises with external organisations and institutions, etc. on matters of animal records and related issues.
- 8.2.4 Advises the Curator, Aquarium and Zoo of current trends and recurring issues, initiates investigations and develops procedures etc., as required.
- 8.2.5 Liaises with public and law enforcement authorities in respect to non-facility animal issues.
- 8.2.6 Enrolls in overseas courses, provides seminars, workshops and symposiums to local and overseas institutions, to exchange ideas, etc. in respect to the collection and recording of exhibits.
- 8.2.7 Works with international organizations and partnerships to improve the quality of the records keeping systems and provide input on improving data quality within the Zoo and aquarium industry.

8.3 ADMINISTRATIVE DUTIES

- 8.3.1 Maintains an inventory of supplies and materials for the Section and orders and replenishes, as necessary.
- 8.3.2 Negotiates and monitors contracts with outside firms and overseas consultants and ensures that the contracts are fulfilled in accordance with the agreed terms and conditions. Reviews and processes the invoices, for payment.
- 8.3.3 Procures and maintains the required international and local permits for the transport of animals, including animal tissue, etc. in accordance with the established regulations. Files annual reports and renews the permits, as necessary. Establishes the procedures for the local and international transport of live animals, parts and products. Prepares the documentation, plans, schedules and quarantine procedures for the shipment of animals. *(? for international?)*
- 8.3.4 Responds to inquiries from members of the public, staff, etc. in respect to the maintenance of records.
- 8.3.5 Provides orientation, training and supervision of junior staff and volunteers in the Section in the use of specialized equipment and in established protocols. Assigns work to junior staff and volunteers and ensures that the work is completed according to the established schedules and required standards.

8.4 ASSOCIATED DUTIES

- 8.4.1 Prepares information for stories for press release, for the approval of the Curator, Aquarium and Zoo and issues, as directed. As well, contributes articles to the BAMZ newsletters.
- 8.4.2 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.
- 8.4.3 Liaises with the public and law enforcement agencies in respect to issues relating to animals off-site.
- 8.4.4 Participates in Departmental meetings and special related projects, as requested, and shares ideas and information on issues, enhancements, etc. to colleagues.
- 8.4.5 Undertakes related duties, as requested by the Curator, Aquarium and Zoo.