

**JOB DESCRIPTION FORM**

POSITION (PID) #	690008				
IDENTIFYING INFORMATION			POST CERTIFICATION		
Post Title	Curator, Aquarium and Zoo		Print Name	Signature	Date
Present Grade	PS 30-32		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	Environment
Last Review Date	03 March 1992			Previous Number	
Panel Decision	Grade	Date	Signature	Previous Grade	
	34-36	1 Oct 10	Wjollyje	Date of Transfer	

1. SUMMARY OF MAIN DUTIES	%
1. Curatorial Duties	40%
2. Management and administration of the operations	25%
3. Financial and human resource management	20%
4. Research and development	10%
5. Associated duties	05%
	TOTAL = 100%

2. SUMMARY OF ACCOUNTABILITY
<p>2.1 What specifically is this post accountable for?</p> <p>In accordance with departmental policies and procedures and the relevant legislation, this post is accountable for designing, developing and maintaining high quality live and static exhibits at the Bermuda Aquarium, Museum and Zoo (BAMZ), to ensure the achievement of 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 Aquarium and Zoo Sections, including financial and human resource management functions and undertakes research and development and additional duties.</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 required education, experience and expertise, relating to all aspects of the animal collection, including decisions on the institutional collection planning, the animal care (including the preventative veterinary medicine programme), exhibit development and interpretation and the aquatic and terrestrial life support systems. The Curator makes decisions on organisational, financial and human resource matters.</p>
<p>2.3 To which position does this post report directly? The Principal Curator.</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 Curator must possess good organisational, interpersonal, problem solving, conflict resolution and decision making skills. Additionally, the post holder must possess excellent communication skills, to effectively engage co-workers and the general public on a wide-range of scientific and conservation topics. The Curator must have strong supervisory skills, possess a practical "can do" attitude and contribute positively to the work environment.</p>

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

The Curator must have an understanding of Bermuda's biogeography and ecosystems and of the most pressing local and global conservation issues and a working knowledge of captive animal management, including the acquisition and disposition of animals locally and internationally. The post holder must demonstrate knowledge of animal husbandry, including life support systems and the safe handling and use of chemicals and pathogens likely encountered during the curation of an animal collection and aquatic and terrestrial exhibits design and development. Well developed public speaking, popular and technical writing skills, to effectively communicate with industry peers, employees and the general public and technical competence in the use of computers and in the Microsoft Suite are also required.

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 three (3) years' relevant experience in management, animal care and husbandry 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 post holder must possess a Master's Degree in Biological Sciences or in a relevant subject area.

5.2 List any special licenses, registrations or certifications required for this job:
The post requires certification in SCUBA, CPR, First Aid and O2 provider.

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. Head Aquarist (690025);
2. Head Zookeeper (690036);
3. Manager, Marine Operations (690027);
4. Animal Registrar (690071) and
5. Graphic Designer (690009).

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)

- 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 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
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 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 checked="" 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 checked="" type="checkbox"/> Medium Impact: Bermuda-Wide		<input type="checkbox"/> High Impact: Bermuda-Wide	

7. Additional Information		
<p>The post holder 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 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, highly organized individual with a strong work ethic, good client services skills and motivated to participate in a range of social networking opportunities. Established professional contacts within the international aquarium and zoo industry are critical.</p>		

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 CURATORIAL DUTIES	
8.1.1	Plans and develops live and static exhibits, animal care and life support facilities and the public services infrastructure of the Bermuda Aquarium, Museum and Zoo facility in collaboration with members of the Department and relevant external stakeholders.
8.1.2	Manages the husbandry and veterinary care of the animal collection and wildlife rehabilitation..
8.1.3	Manages the development and implementation of animal training and enrichment programmes. Oversees the governance of and participates in the Animal Welfare Committee.
8.1.4	Researches and ensures compliance with international standards for the construction and ongoing operation of exhibits and animal holding areas.
8.1.5	Responsible for developing an institutional animal collections plan, that aligns with the mission statement of the facility.
8.1.6	Liaises with other zoological institutions to exchange information on exhibits, collections and public outreach programmes.
8.1.7	Manages the development and installation of graphical interpretation of all exhibits in the aquarium and zoo.
8.1.8	Ensures appropriate participation in and compliance with international agreements and programmes, such as Species Survival Plans, Taxon Advisory Groups and CITES.
8.1.9	Recommends and implements, in conjunction with the Principal Curator, a plan for achieving accreditation with an internationally recognized body, e.g. Aquarium and Zoo Association.
8.2 MANAGEMENT AND ADMINISTRATION OF THE OPERATIONS	
8.2.1	Manages and administers the operations of the Aquarium and Zoo and provides leadership and direction to the Section providing the aquarium and zoo services.
8.2.2	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, with the aim of providing information to Government policy makers and to promote conservation action in the general public.

- 8.2.3 Contributes to the annual business planning cycle by proposing structured forward planning for BAMZ scientific research, educational and public outreach activities in accordance with Government business planning procedures.
- 8.2.4 Prepares a business plan for the Aquarium and Zoo, detailing operational goals and objectives and standards to be achieved, for submission and approval by the Principal Curator. Establishes criteria for the evaluation of services to be provided and measures and evaluates progress, review performance and directs the implementation of corrective measures in accordance with the existing policies and procedures. Reports achievements to the Principal Curator.
- 8.2.5 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.
- 8.2.6 Responsible for the provision of suitable facilities and safe working environment for employees, to facilitate the achievement of the objectives of the Section. In this regard, ensures that the staff are provided with all the appropriate equipment, technology, etc., to enable them to operate at the highest possible standards.
- 8.2.7 Provides reports and records on the performance and operation of the Section to the Principal Curator, so that he/she can report achievements to the Director of Conservation Services.
- 8.2.8 Administers all officially approved systems of documentation, i.e. animal husbandry and veterinary records, returns, incidents, etc., to provide accurate statistics, for inclusion in the reports to be submitted to the Principal Curator.
- 8.2.9 Liaises with the Facilities Manager, to ensure a high quality public experience of the BAMZ.
- 8.2.10 Participates in the health and safety committee with respect to visitor and staff safety.
- 8.2.11 Responds to members of the public, businesses, etc. on the services provided by the Section.

8.3 FINANCIAL AND HUMAN RESOURCE MANAGEMENT

- 8.3.1 Prepares the annual budget for the Aquarium, Zoo and Marine Operation Sections, including the preparation of the annual budget, for submission to the Principal Curator and manages the approved budget in accordance with the established Financial Procedures.
- 8.3.2 Oversees the purchase of all goods, materials and services used by the Aquarium and Zoo Section and for ensuring all payments are made on a timely basis.
- 8.3.3 Responsible for human resource management activities for those positions under supervision, including selecting, orientating, training of staff, providing advice and guidance and making recommendations for promotions, salary increases, disciplinary measures, etc.
- 8.3.4 Completes and/or ensures the completion of performance appraisals and probationary reports of staff under supervision in a timely manner and provides feedback to the staff on their performance appraisals/probationary reports so that, in cases where improvements are necessary, corrective actions can be taken.
- 8.3.5 Reviews and recommends vacation leave and special leave for the staff under supervision, and submits to the Principal Curator for final approval.

8.4 RESEARCH AND DEVELOPMENT

- 8.4.1 Manages the development of novel animal enrichment techniques.
- 8.4.2 Oversees and manages new methodologies for holding and displaying of animals.
- 8.4.3 Initiates and facilitates nutritional and veterinary research, to help better understand the animals in the collection and to improve the overall health of the animal collection.
- 8.4.4 Facilitates local and international requests for Bermuda specimens and the sampling of the animal collection for scientific collection.
- 8.4.5 Leads the team of the Aquarium and Zoo in relevant field research.
- 8.4.6 Participates and provides professional advice to the Bermuda Zoological Society's Conservation and Research Committee.
- 8.4.7 Develops and maintains good community and corporate relationships through public speaking, networking, formal and informal meetings with executive level stakeholders, representation on committees and boards and liaising with the media, to promote the objectives of the Department, as requested by the Principle Curator.

8.5 ASSOCIATED DUTIES

- 8.5.1 Serves, as a key member of BAMZ senior management team, to actively support the planning and implementation of collaborative ventures, including education, conservation and development activities with the organisation's support charities, the Bermuda Zoological Society and Atlantic Conservation Partnership.
- 8.5.2 Undertakes associated duties, as requested by the Principal Curator.