

POSITION DESCRIPTION



Date: 18 February 2025

1. Position Identification

Title:	Senior Aquarist				
Position Number:	PE.RE.144	Level:	7	Agreement:	Shire of Exmouth Enterprise Agreement 2017
Department:	Economic and Lifestyle Services				
Section:	Ningaloo Aquarium & Discovery Centre (NADC)				
Location:	Exmouth, Western Australia				

2. Reporting Relationships

Reports to:	Coordinator Aquarium & Tourism Services
Supervises:	Aquarist (1x) Casual Aquarist (1x)

3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- **Integrity**
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- **Respect**
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**
We strive for continuous improvement, embrace change and challenge the status quo.

4. Role Purpose

Reporting to the Coordinator Aquarium and Tourism Services the Senior Aquarist is responsible for assisting with the management of the Ningaloo Aquarium & Discovery Centre (NADC) including all life support systems, providing high quality husbandry for the animal collection, and ensuring a high standard of customer experience.

In the absence of the Coordinator Aquarium and Tourism Services the Senior Aquarist will temporarily take on their duties.

5. Key Objectives

- Ensure the care of animals, exhibits and life support systems are managed according to established standards of appearance and animal care.
- Effective management of water quality for the NADC LSS to ensure safe operation of a closed Aquarium system.
- Expert level care is available and provided for a diverse range of aquatic species, including monitoring health and administering basic medical treatment.
- Ensure tours and educational activities provided to the public and educational institutions are meet their needs and expectations.

6. Key Responsibilities

- Assist the Coordinator with the effective delivery of the day to day functions of the NADC including ensuring all exhibits are in working order and maintained to the highest standards.
- Conduct regular inspections and assessments to ensure exhibits meet regulatory requirements and safety standards.
- Supervision & Training of Aquarist/s is as per operational requirements.
- Assist in acquiring specimens for assigned exhibits, setting up new exhibits, and performing other related duties as directed by the Coordinator.
- Perform regular diving duties and follow all safety guidelines and procedures related to diving, including maintaining a dive log.
- Develop and manage equipment maintenance plans and ensure all diving equipment is maintained and in good working order.
- Participate in the day to day management and monitoring of Animal health and welfare
- Assist the Coordinator to ensure, where practicable, the facility is kept operational 24 hours/7 days per week including in extreme weather events.
- Maintain written records of operations including (check sheets, water quality, maintenance, training).
- Maintaining up to date written procedures for all aspects of the daily NADC operation Perform routine cleaning and maintenance of tanks, exhibits and aquatic facilities to uphold cleanliness and aesthetic standards.
- Managing water quality and environmental parameters through water chemistry testing in assigned exhibits and holding tanks.
- Establishing appropriate dietary regime, medications and enrichment requirements.
- Collaborate with education and outreach departments to develop curriculum-based programming for schools, community groups, other audiences.
- Plan and budget for innovative educational programs, interactive exhibits and special events that promote the NADC.
- Participate in the development of the aquarium budget and track expenditure.
- Develop conservational projects.
- Maintain work areas of the NADC to ensure that they are safe, clean and workable at all times.
- Supervise stocktakes and ordering of all consumables (feeds, chemicals, medications etc).
- Performing informal and formal presentations to guests as required.
- Any other duties consistent with the level of this position.
- When rostered, being On Call for any callouts or alarms.

7. Risk Management and Workplace Health and Safety

Participate, contribute and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the Work Health and Safety Act 2020 and relevant regulations and guidance notes.

Identify potential hazards and take appropriate action in accordance with policies and procedures.

8. Qualifications and Work Experience

Mandatory Requirements

- Hold a Rescue SCUBA dive certification or equivalent.
- Hold a current national Manual "C" class driver's licence.
- Hold a current Occupational Dive Medical
- Valid Australian Work Rights

Essential

- Tertiary qualifications in marine biology or a relevant field OR significant experience in marine and reptile animal husbandry.
- Good knowledge of aquatic animal husbandry including feeding, breeding and water chemistry.
- Experience in maintaining marine filtration systems.
- Developed computer literacy including Microsoft programs such as Excel, Word and Outlook.
- Well developed communication and interpersonal skills with the ability to present information across a range of levels.
- Demonstrated ability to lead and work effectively in a small team environment.
- Ability to demonstrate and support the values of the Shire of Exmouth.

Desirable

- Coral husbandry experience.
- CPR and first aid.

Note: The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.