

**Job Description**

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| **Department** | **Chief Executive’s**  |
| **Job Title** | Aquarium Assistant  |
| **Grade** | D |
| **Primary Purpose of Job** | To support and assist the Museums Access Officer – Aquarium in the care and development and promotion of aquarium collections |
| **Reporting To** | Museum Access Officer – Aquarium  |
| **Direct Staffing Reports** | Volunteers  |

**Main Duties**

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| **1** | To support the management of Aquarium collections in accordance with the Library and Museum Services’ Acquisition and Disposal Policy, Zoo Licensing Act and national and international conservation and animal welfare laws |
| **2** | To create inventory and full records on relevant databases for animals in the collections of Bolton Library and Museum Services |
| **3** | To create Entry, Exit and Movement records according to aquarium procedures |
| **4** | To identify animals to use in aquarium and museum displays |
| **5** | To supervise volunteers and work placements |
| **6** | To deliver events and activities that provide access to the aquarium displays and collections |
| **7** | To research and provide animal information to other members of staff as requested |
| **8** | To support the Museum Access Officer – Aquarium in the day to day maintenance of the aquarium |
| **9** | To promote all the services and collections within Libraries and Museums to visitors and provide opportunities for visitors to engage with them using social media channels where appropriate |
| **10** | Ensure that the aquarium is well presented and a safe environment for customers at all times |
| **Date Job Description prepared/updated:** | January 2025  |
| **Job Description prepared by:** | Team Leader – Museum Access  |

**Person Specification**

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| **Department** | **CHIEF EXECUTIVE’S**  |
| **Job Title** | **aquarium assistant**  |
| **Stage One** | Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see Carers-Charter-FINAL.pdf (gmhsc.org.uk) are guaranteed an interview if they meet the essential criteria for the role  |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | Ability to devise and deliver programmes of activity for all age groups | Application/Interview  |
| 2. | A knowledge and understanding of data recording systems  | Application/Interview |
| 3. | A knowledge and understanding of collections care and conservation issues relating to aquarium collections | Application/Interview |
| 4. | Animal handling skills | Assessment  |
| 5. | Ability to create documents and reports on a PC using a variety of Microsoft applications.  | Application/Interview |
| 6. | Ability to demonstrate a high level of attention to detail  | Application/Interview |
| 7. | Effective communication skills with ability to present information both verbally and in writing to a variety of audiences | Application/Interview |
| 8. | Ability to work as part of a team and without supervision using own initiative | Application/Interview |
| 9. | Effective organisational skills, with the ability to plan, develop, and prioritise work in order to meet deadlines | Application/Interview |
|  | **Competencies** – Please note the council’s corporate competencies, which are essential for all roles, are below in the Core Competencies section  | Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | Experience of working or volunteering in a relevant field | Application/Interview  |
| 2. | Experience of using databases  | Application/Interview  |
| **3. Work Related Circumstances** |
| 1. | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services | Interview |
| 2. | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | Interview |
| 3. | This role requires the job holder to work outside of normal office hours, for example at evenings and weekends, to meet the needs of the service.  | Interview  |
| 4. | This role requires the job holder to be physically fit and able to carry out aspects of the job such as lifting/carrying/standing for lengthy periods.  | Interview  |
| 5. | Ability to travel within the Borough as required  | Interview  |
| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |
| **Additional Requirements** | **Method of Assessment** |
| **1. Skills and Knowledge** |
| 1. | Specialised knowledge in an area relating to the aquarium collection | Application/Interview  |
| 2. | Knowledge of zoo licence requirements | Application/Interview  |
| **2. Experience/Qualifications/Training etc** |
| 1. | Experience of using TMS by Gallery Systems  | Application/Interview  |

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| **Date Person Specification prepared/updated** | **January 2025**  |
| **Person Specification prepared by** | **Team Leader- Museum Access**  |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





