

Job Title: Senior Aquarist

Responsible to: Management and Directors

Contract: Full-Time (Permanent)

Closing Date: Friday 27th September 2019.

Salary: £22,000

Job Description:

Our aquarist team work hard to maintain and deliver Northern Ireland's 5-star aquarium and reptile attraction. The daily duties of the aquarist supervisor include meal preparation for various animals following correct nutritional guidelines. Essential daily and weekly maintenance tasks on our displays and LSS ensure that this high standard is maintained. It also has the requirement of engaging with the public throughout the day via a series of arranged presentations or interacting with guests on a one to one basis. Our aim is to have our guests leave Exploris with the same passion for conservation as we do.

The role will also consist of a management element including but not limited to staffing rotas, leave requests, personnel enquires, complaints handling, accident reporting, reviewing, amending and creating standard operating procedures.

We have a robust education programme offering students across the curriculum a variety of guided tours or dedicated workshops. It's the role as an aquarist supervisor will be to run these tours and be adaptable to accommodate the learning ability of the students whilst remaining relevant to the curriculum. The ideal candidate will also work closely with the booking department and communicate with the groups prior to their tour as required.

Responsibilities:

1. Give regular with public talks and the delivery of guided tours and educational programmes across various age groups and abilities.
2. To ensure the maintenance, cleanliness and running of aquarium displays and associated life support systems.
3. Preparation and feeding of food to all on site animals.
4. To take appropriate action when dealing with treatment and medication of fish with the support and approval the management team.
5. Complete staffing rotas, holiday requests and related personnel queries.
6. Complete performance reviews and discipline staff where required.
7. Create and amend Standard operating procedures.
8. Required to work independently in different areas of the attraction.
9. Required in the assistance of training new staff.
10. Ensure the safety of all visitors and staff by following Health and Safety, COSHH and Fire safety Protocols and assist when required during drills and evacuation events.

11. Ensure that visitors receive an excellent level of customer service by being friendly, helpful and well-informed and provide relevant event and activity information to encourage repeat business.
12. Ensure that exhibition areas are clean and presentable to our guests. (This may include but not limited to; sweeping, litter collection and window cleaning.)
13. Uphold highest biosecurity standards working within our seal rehabilitation unit to include rescue of stranded/injured seals and feeding which includes out of hours.
14. Deal with complaints (As Required)
15. Complete Accident reports (As Required)

Essential criteria:

- Relevant degree in a zoological field or animal management
- Minimum 5 years' experience working within a public aquarium environment and/or a sea mammal rescue rehabilitation unit.
- Minimum of 2 years' experience in a supervisory or management role.
- In depth knowledge of aquarium life support systems, including water chemistry analysis and it's important to the health of livestock.
- Able to create, understand and implement SOP's efficiently and effectively
- Ability to work flexible hours required by the business including Leave cover and public holidays.
- Demonstrate strong communications skill and adaptability to a wide range of audiences
- A good team player
- Give full commitment to be available work during all Holiday periods.
- Full UK drivers licence.

Desirable criteria:

- Knowledge of BIAZA policies and procedures
- Experience in seal rehabilitation
- Experience in completing team meetings, documenting minutes and completing action points as required.
- First Aid Qualified

*PLEASE NOTE, PREVIOUS APPLICANTS WILL NOT BE CONSIDERED.

APPLICATION FORM BELOW

Employment Application Form

Please read the following points before completing application form.

- Please read the job description before completing this form.
- All information on this form will be treated in confidence and will only be used to assess your suitability for the job applied for.
- Failure to complete this application form correctly and in full will lead to your application not being processed further.
- Due to the high number of applications anticipated, Aquarium Exploris will only notify successful candidates.
- A reserve list may be compiled for any future vacancies within a nine-month period.

Job Applied for:

(if applying for more than one job, please enter all jobs above)

Surname: **Forename/s:**

Address:

Post Code:

Home Tel Number **Mobile Number**
If Any

Email Address

National Insurance Number:

Do we need to be aware of any reasonable adjustments in order to facilitate your attendance at interview?

Yes/No

If Yes, please give details:

Qualifications:

Exam type (GCSE/A Level etc.)	Date Taken	Subject	Grade

Verification of the above qualifications will be sought at Job offer stage.

Please include any other information i.e. Training courses etc.

Subject	Date Completed

Employment History

The following section must be completed in full. Starting with your most recent employer. Incomplete areas may result in your application not being processed any further.

Name and address of employer	From (Month/Year)	To (Month/Year)	Position and responsibilities	Reason for Leaving

Continue on a separate sheet if required.

Gaps in Employment

Please detail below any gaps in your employment history, including any periods of unemployment and volunteering etc..

Date	Reason for Gap

References

Please include the following details of two previous employers from whom a reference may be obtained. Please include your most recent employer.

Name

Address

Tel No.

Email:

Occupation:

Name

Address

Tel No.

Email:

Occupation:

Additional Information in Support of Application.

In this section please demonstrate how you meet the essential and desirable skills, experience and qualifications as detailed in the job description. (Continue on a separate sheet if required) If applying for more than one job, the info below must be included for each job.

Relocation:

If you intend to relocate, please give us details of your intention to relocate, where you intend to live, and when you would be able to start if successful. The company owns a property located 8 miles from the Aquarium which has rooms available to rent in the short or long term.

Criminal Record Declaration

Have you ever been convicted of a criminal offence?

Yes/No

If yes, please give details and dates of each conviction which is not spent together with details of any penalties imposed.

- An enhanced Access NI check will be required for successful candidates.

Salary and Notice Period

Present Salary

Notice Required

From current employer

Application Declaration

Before submitting your application please read it carefully. If you omit information we have asked for, we will not consider your application. If you are appointed to the post, any major omission or inaccurate information relevant to your application could lead to disciplinary action or in some circumstances legal action against you. I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading my employment may be terminated without notice. I understand too that an enhanced disclosure check may be sought in the event of my application being successful.

I have read and understood the declaration.

Signed:

Date:

Please Post or deliver completed application form by the closing date to:

Careers Department
Exploris Aquarium
The Rope Walk
Castle St
Portaferry
BT22 1NZ

Or Email to info@explorisni.com