

# POSITION DESCRIPTION



Date: 13 April 2026

## 1. Position Identification

<b>Title:</b>	Aquarium Assistant				
<b>Position Number:</b>	PE.RE.104	<b>Level:</b>	4	<b>Agreement:</b>	Shire of Exmouth Industrial Agreement 2025
<b>Department:</b>	Community and Economic Growth				
<b>Section:</b>	Ningaloo Aquarium & Discovery Centre (NADC)				
<b>Location:</b>	Exmouth, Western Australia				

## 2. Reporting Relationships

<b>Reports to:</b>	Coordinator Aquarium and Tourism Services
<b>Supervised by:</b>	Senior Aquarist
<b>No of Direct Reports:</b>	Nil

## 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 and the Senior Aquarist, the Aquarium Assistant is responsible for assisting with the day-to-day tasks of the Ningaloo Aquarium & Discovery Centre 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 Aquarist, if competent, this role will temporarily take on some or all their duties

## 5. Key Objectives

- Assist the Senior Aquarist with providing daily care to assigned animals, exhibits and life support systems according to established standards of appearance and animal care. Making daily observations of animals for health assessment according to established norms for their behaviour and appearance.
- Assist the Coordinator and Senior Aquarist 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.
- Assist in providing care for a diverse range of aquatic species, including monitoring health and administering basic medical treatment.

## 6. Key Responsibilities

- Assisting with day to day management and monitoring of animal health and welfare.
- If qualified, perform diving duties and follow all safety guidelines and procedures related to diving, including maintaining a dive log.
- Ensure all diving equipment is maintained and in good working order.
- Maintaining written records of operations including (check sheets, water quality, maintenance, training)
- Assist the Senior Aquarist with establishing appropriate dietary regime, medications and enrichment requirements.
- Working as part of a team to maintain up to date written procedures for all aspects of the daily NADC operation.
- Maintain all work areas of the NADC to ensure that they are safe, clean and workable at all times.
- Assist with regular inspections and assessments of exhibits to ensure they meet regulatory requirements and safety standards.
- Perform routine cleaning and maintenance of tanks, exhibits and aquatic facilities to uphold cleanliness and aesthetic standards.
- When instructed, introduce and rotate environmental enhancements such as plants, hiding spots and substrate variations to create dynamic and engaging habitats.
- Undertake autonomous work whilst managing time effectively to ensure all required tasks are completed.
- Assist with stocktakes and ordering all consumables (feeds, chemicals, medications etc)
- Participate in guest and customer experience deliveries as guided by the Senior Aquarist/Coordinator.
- Any other duties consistent with the level of this position.

## 7. Risk Management and Workplace Health and Safety

Employees must carry out their duties in accordance with the requirements of the **Work Health and Safety Act 2020 (WA)**, associated regulations, codes of practice and the Shire's policies and procedures.

This includes, but is not limited to:

- Taking reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Complying with safe work procedures, policies and reasonable instructions provided by the Shire.
- Identifying and reporting hazards, incidents, injuries and near misses as soon as practicable.
- Using equipment, tools and Personal Protective Equipment (PPE) in a safe and appropriate manner.
- Participating in safety training, inductions and safety initiatives as required.
- Cooperating with the Shire on matters relating to work health and safety.
- Not intentionally or recklessly interfering with or misusing anything provided for health and safety purposes.

Employees are also expected to support the Shire's **risk management practices** by:

- Identifying and reporting risks that may impact safety, service delivery, compliance or organisational objectives.
- Complying with the Shire's risk management framework, policies and procedures.
- Taking reasonable steps to minimise risks within their work activities and reporting any issues that may affect the safe and effective delivery of services.

## 8. Qualifications and Work Experience

### Mandatory Requirements

- Hold a current national driver's license.
- Valid Australian Work Rights
- Ability to bend/stoop, squat, crawl, kneel, balance sit, climb heights (up to 4m) and lift up to 30kg.
- Ability to adapt to and make the most of a dynamic and unfamiliar work environment.

### Essential

- Demonstrated ability to undertake tasks autonomously and manage time effectively.
- Ability to learn baseline biology, physiology and chemistry of marine organisms and systems.
- Level of understanding of basic animal care.
- Developed computer literacy including Microsoft programs such as Excel, Word and Outlook.
- Developed communication and interpersonal skills with the ability to present information across a range of levels.
- Demonstrated ability to work effectively in a small team environment and follow instructions from team leaders.
- Ability to demonstrate and support the values of the Shire of Exmouth.

### Desirable

- Knowledge of aquatic animal husbandry including feeding, breeding and water chemistry.
- Marine filtration experience.
- Relevant tertiary qualifications and/or relevant experience in marine and reptile animal husbandry.
- Hold a Rescue SCUBA dive certification or equivalent.
- Hold a current Occupational Dive Medical.
- 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.*