POSITION DESCRIPTION

Date: 28 May 2026

1. Position Identification

Title:	Aquarist				
Position Number:	PE.RE.83	**Level:**	5	**Agreement:**	Shire of Exmouth Industrial Agreement 2025
Department:	Economic and Lifestyle Services				
Section:	Aquarium Services				
Location:	Exmouth, Western Australia				

2. Reporting Relationships

Reports to:	Coordinator Aquarium and Tourism Services
Supervised By:	Senior Aquarist
No of Direct Reports:	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 directed by the Senior Aquarist, the Aquarist is responsible for assisting with the delivery of day-to-day management, maintenance and care of the Ningaloo Aquarium & Discovery Centre including all life support systems, exhibit maintenance, providing high quality husbandry for the animal collection, operational safety and ensuring a high standard of customer experience. In the absence of the Senior Aquarist, the Aquarist will be required to undertake delegated responsibilities to ensure continuity of operations.

5. Key Objectives

- Deliver high quality daily care for assigned animals, exhibits and life support systems in accordance with established animal welfare, husbandry and operational standards while supporting the Senior Aquarist in the delivery of operational outcomes.
- Monitor animal health and behaviour through regular observation, applying judgement to identify, document and escalate welfare concerns in a timely matter.
- Assist and support the Coordinator and Senior Aquarist with the effective delivery of the day-to-day functions of the NADC including ensuring all exhibits, systems and interactive displays are maintained to a high standard for safety, presentation and operational functionality.
- Provide and apply specialist knowledge for a diverse range of aquatic and reptile species, to support feeding regimes, routine health and welfare monitoring, and administering basic medical treatment interventions within approved scope of practice.
- Ensure all work is undertaken in accordance with WHS requirements, animal welfare standards, and organisational policies and procedures.

6. Key Responsibilities

- Deliver Day-to-day management and monitoring of Animal health and welfare, including the preparation and feeding of frozen/dried animal food products and live insects.
- Undertake diving operations in accordance with all safety procedures, maintaining accurate dive logs and complying with WHS and operational requirements.
- Inspect, maintain and ensure operational readiness of diving equipment.
- Maintain accurate, timely and compliant operational records of including check sheets, water quality data, maintenance logs, training records and system reports. (
- Undertake routine and scheduled maintenance of aquatic systems, tanks and exhibits to ensure cleanliness, safety and environmental stability.
- Conduct regular inspections and assessments of exhibits and facilities to ensure compliance with regulatory requirements and safety standards.
- Perform routine cleaning and maintenance to support the ongoing operational integrity, safety, and presentation of assigned exhibits and interactive displays.
- Introduce and rotate environmental enhancements such as plants, hiding spots and substrate variations to create dynamic and engaging habitats as advised by the Senior Aquarist/Coordinator.
- Assist with stocktakes of all consumables including feeds, chemicals, and medications etc.
- Deliver interpretive presentations and informal educational talks to visitors as required.
- Participate in rostered on-call arrangements for any callouts or alarms acting as the sole responder (including overnight). Responding to call outs can include problem solving, plant/equipment maintenance and repairs, and engagement of contractors where required.
- Accountable for all NADC operations during rostered weekend shifts, working independently and managing time and workload effectively.
- Participate in emergency preparedness and response activities, including natural disaster response, to ensure preparation and subsequent recovery of the facility.
- Ensure safe handling, storage and compliant disposal of hazardous chemical, biological waste, and deceased livestock in accordance with procedures.
- Any other duties as directed by the Senior Aquarist/Coordinator 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 Rescue SCUBA dive certification or equivalent.
- Hold a current national "C" class Western Australian driver's licence (or be able to obtain within 3 months).
- Hold or be able to obtain a current Occupational Dive Medical
- Valid Australian Work Rights
- Ability to safely perform physical requirements of the role including bending, stooping, squatting, crawling, kneeling, maintaining balance, sitting, climbing at heights (up to 4m) and safely lifting loads of up to 30kg.
- Hold or be able to obtain Advanced Resuscitation and First Aid qualifications.

Essential

- Relevant tertiary qualifications and/or relevant experience in marine and reptile animal husbandry.
- Knowledge of aquatic animal husbandry including feeding, water chemistry and life support systems.
- Ability to work effectively in a dynamic, complex, and continuously changing operational environment.
- 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.
- Demonstrated ability to undertake tasks autonomously and manage time effectively

Desirable

- Coral husbandry experience.

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.