

New

Ministry

Arts, Culture and Status of Women

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Curator, Fossil Marine Reptiles

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The position undertakes independent and collaborative scientific research focusing on fossil marine reptiles (including but not limited to mosasaurs, plesiosaurs, ichthyosaurs), with results leading to an increased knowledge of the palaeontological record of Alberta and highlighting the significance of that record in a global context, all in accordance with the mandate of the Royal Tyrrell Museum of Palaeontology. In addition to primary research, the position contributes to museum exhibit development, public and school programming, and communications/public outreach through dissemination of results and collaboration on institutional committees and project teams. The position supports the Heritage Division Resource Management Program, ensuring the continued protection and preservation of the palaeontological record of Alberta through field-based projects that add to divisional collections.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Increases knowledge and enhances the significance of the rich record of fossil marine reptiles from Alberta through primary research
 -in consultation with the Director, Preservation and Research, sets the direction for the Fossil Marine Reptiles research program
 -conducts original independent and collaborative scientific research in the field of fossil marine reptiles, with results published in refereed, professional scientific journals

- supports both Preservation and Research and Divisional policies regarding scientific practice and museological issues
 - participates in activities of national and international scientific communities within the context of Branch and Divisional business plans
2. Documents and preserves the rich record of fossil marine reptiles from Alberta
- develops a robust, field-based program in support of research that improves understanding of the fossil marine reptiles record of Alberta, addresses significant gaps in knowledge of that record, and increases museum collections
 - leads field-based research teams comprising of Government of Alberta staff, contract employees, and, as appropriate, interns, university students, and volunteers
 - oversees the preservation and preparation of fossil specimens generated through field projects, ensuring that best practices are applied in both
 - working with museum Collections and Preparation personnel, ensures the proper curation of fossil specimens (including industry-standard spatiotemporal documentation, accessioning, and organizing)
 - act as a steward, with authority to recommend accessioning and/or deaccessioning of collections and associated data
3. Provides ongoing support to the Heritage Division Resource Management Program
- conducts Historic Resource Application reviews, including the issuing of recommendations, and the evaluation of reports generated from impact assessments and monitoring programs
 - conducts reviews of permit applications (including those for research and mitigation)
 - provides consultation and advice on resource management issues in accordance with the *Historical Resources Act*
 - promotes public awareness of the *Historical Resources Act* and the role of the Royal Tyrrell Museum as the primary repository for palaeontological resources in Alberta
 - provides recommendations, as required, as an expert examiner in matters of the exportation of cultural properties
4. Communicates the results of scientific research to Albertans and the global community
- publishes the results of fossil marine reptile research in peer-reviewed scientific journals
 - contributes to museum exhibits and educational programming within the framework of the branch operational plan, ensuring public information is current and relevant
 - participates, as required, on museum committees (including but not limited to Exhibit Development Committee and Program Steering Group)
 - prepares and delivers lectures, seminars, or other public presentations in support of disseminating the results of research, or on broader topics of palaeontology more generally
 - working with museum Head Technician, responds to public inquiries
 - working with museum Communications, supports outreach and marketing initiatives
5. Administration of financial and human resources
- participates in annual business planning and branch strategic planning, ensuring programs conform to operational plans
 - ensures that expenditures from any allocated budget support museum priorities
 - complies with all Occupational Health and Safety or other relevant legislation to provide a safe work environment
 - when relevant, undertakes the role of co-supervisor for graduate students (in conjunction with active faculty at post-secondary institutions)

Problem Solving

Typical problems solved:

The position primarily conducts original scientific research, but provides expertise for a variety of branch programs and functions (including recommendations on matters of palaeontological resources). As such,

the position routinely encounters challenges relating to heavy workloads, time-sensitive decisions, and organization in a complex work environment.

Given these realities, the position will often require the assistance of a variety of internal stakeholders (e.g., museum technicians, collections personnel, peer researchers), and ongoing consultation with the Director, Preservation and Research. As the challenges with a position of this nature are often complex, a significant degree of organization and creative thinking is required.

Typical challenges this position encounters include scientific matters relating to the specific discipline, workloads that often include competing priorities, and producing scientifically relevant results.

Types of guidance available for problem solving:

The position reports to the Director, Preservation and Research. Additional support and guidance can be sought with peer researchers (both within and outside the branch), museum program heads, and senior management.

Direct or indirect impacts of decisions:

Decisions by this position directly impact the Research team and Resource Management program; indirect impacts include those to museum exhibits and programs, communications and marketing, and the overall strategic plan. By extension, these impacts may affect the general public.

Key Relationships

Major stakeholders and purpose of interactions:

Director, Preservation and Research: generally daily communication relating to matters of science, resource management, or performance
 Resource Management program: weekly communication on matters of palaeontological resource management
 Curatorial, technical, and Collections teams: daily to weekly communication relating to issues of research, preservation or preparation, accessioning, or field-related research
 Other museum program areas: occasional or as-required communication in support of the delivery of program-specific content where discipline-specific expertise is required

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Doctorate	Science		

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

Required: PhD in palaeontology, geological sciences, or biological sciences, with specialization in Mesozoic marine reptiles. Emphasis on morphology, systematics, functional anatomy, and their applications in interpreting ancient marine environments.

Preferred: Knowledge and experience in science communication for media and general audiences would also be a strong asset.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> Engages perspective to seek root causes Finds ways to improve complex systems 	The position conducts original, independent or collaborative research, often requiring the interrogation of previous research and the development of novel

		<ul style="list-style-type: none"> • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>approaches to problem solving. Because these approaches may require the mobilization of a variety of individuals from across the institution or academia, the position requires acumen in understanding the research goals, knowing which individuals would be best recruited to assist, and the soft skills to motivate teams.</p>
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	<p>As part of broader institutional teams (research, as well as contributing to various program outcomes), the position is responsible for not only producing results in support of the research program, but applying these results to support the goals of other program areas (e.g., Resource Management, exhibits, public outreach). Knowledge of institutional operations, program areas, and the museum Strategic Plan is paramount to success.</p>
Systems Thinking	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	<p>The position will often require participation in cross-institutional initiatives, some of which may be removed from the individual's suite of experiences. Success will hinge on the position's ability to seek expertise from others, to understand how the results from their own work can be integrated effectively, and to have the ability to adapt in order to ensure institutional goals are achieved.</p>

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

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Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

_____ Employee Name	_____ Date yyyy-mm-dd	_____ Employee Signature
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_____ Supervisor / Manager Name	_____ Date yyyy-mm-dd	_____ Supervisor / Manager Signature
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_____ Director / Executive Director Name	_____ Date yyyy-mm-dd	_____ Director / Executive Director Signature
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_____ ADM Name	_____ Date yyyy-mm-dd	_____ ADM Signature
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_____ DM Name	_____ Date yyyy-mm-dd	_____ DM Signature
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