



## NOTES

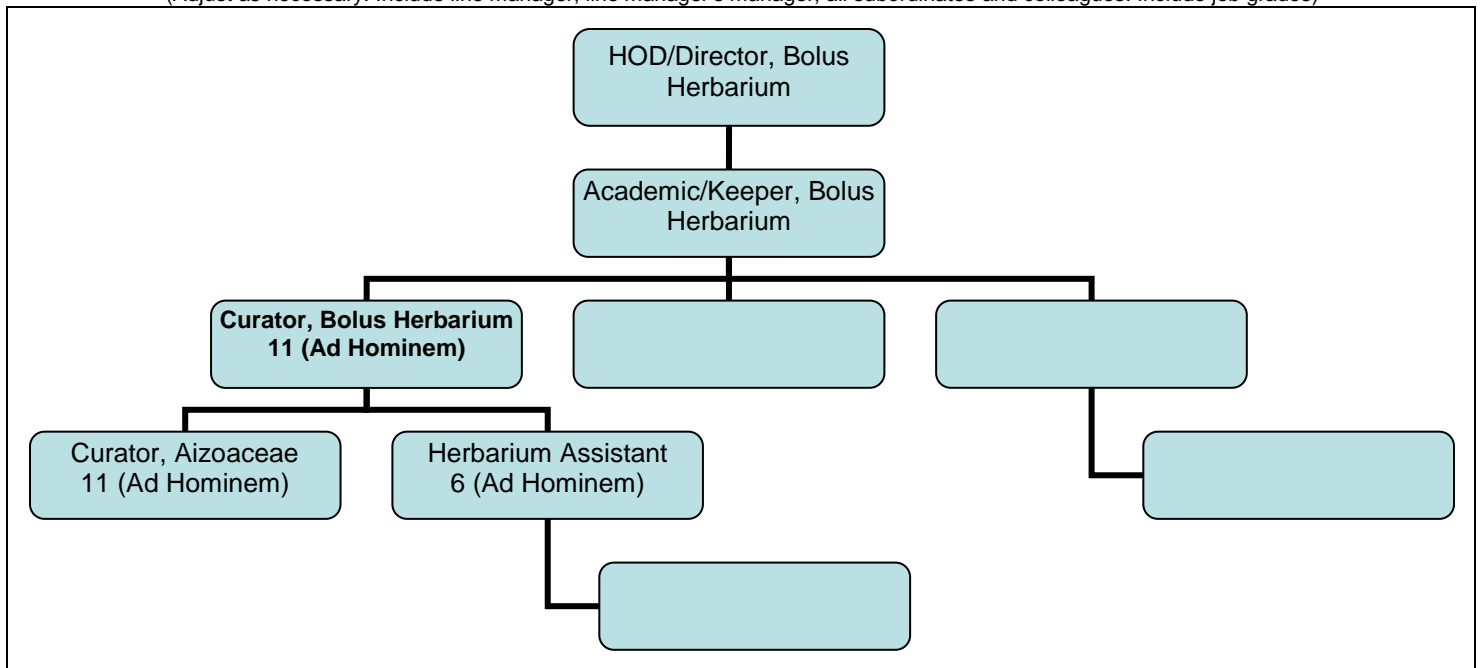
- Forms must be downloaded from the UCT website: <http://www.uct.ac.za/depts/sapweb/forms/forms.htm>
- This form serves as a template for the writing of job descriptions.
- A copy of this form is kept by the line manager and the job holder.

## POSITION DETAILS

Position title	Curator, Bolus Herbarium /Principal Scientific Officer
Job title (HR Practitioner to provide)	Scientific Officer
Job grade (if known)	11
Academic faculty / PASS department	Science
Academic department / PASS unit	Biological Sciences
Division / section	Bolus Herbarium
Date of compilation	23/2/2018

## ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include job grades)



## PURPOSE

The purpose of this position is to provide day-to-day herbarium management together with the tasks required by that of a professional botanist within a herbarium. This involves supervision of postgraduate students, herbarium staff, interns, volunteers and visitors. The curator provides scientific assistance with research, strategic decision-making as well as the execution of routine duties such as scientific curation, database management, administration and correspondence relating to multiple aspects concerning the collection. The herbarium manager will liaise with academic and library staff, and will be responsible for promoting the herbarium through participation in seminars, conferences, annual reports and regular updates of the web-site and social media. In addition, the curator is expected to pursue their own relevant line of research and to use this as a means of promoting the herbarium and fostering collaboration at national and international levels.

**JOB CONTENT**

Key performance areas (4 – 6) (What)	% of time spent	Activities / Objectives / Tasks (How)	Results / Outcomes (Why)
<p align="center">ADMINISTRATION</p>	<p align="center">30</p>	<p>Ensure that all administrative duties are fully tended to for ensuring maximum functionality at all times</p> <ul style="list-style-type: none"> <li>• Manage the operating funds to ensure financial viability</li> <li>• Communicate effectively with researchers regarding the vast number of queries relating to the information and specimens held within the herbarium</li> <li>• Effectively liaise with researchers requesting to borrow material from the Bolus Collections</li> <li>• Effectively liaise with researchers from UCT Biological Sciences w.r.t. material they wish to borrow from other herbaria and send official letters of request</li> <li>• Ensure track is kept of all outgoing and incoming loans, their documentation, storage and handling</li> <li>• Communicate with Curators from across the country regarding matters of mutual concern</li> <li>• Ensure liaising happens timeously with the fumigation company to ensure the annual fumigation of the herbarium takes place</li> <li>• Effectively liaise with all affected parties to ensure that fumigation takes place successfully and without incident</li> <li>• Assist the Bolus Library librarian with any science related queries from students and other users</li> <li>• Ensure all visitors to the herbarium are assisted to best allow them to gain benefit from the collection</li> <li>• Ensure integrity of the collection and the environment in which they are stored at all times</li> <li>• Explore opportunities for finding additional funding for the herbarium and its activities</li> </ul>	<ul style="list-style-type: none"> <li>• Bolus is kept fully operational at all times</li> <li>• No delays in feedback – ensures maximum client satisfaction</li> <li>• Non-UCT scientists (clients) receive material without undue delay</li> <li>• UCT researchers promptly receive the material they wish to research from other institutions</li> <li>• Effective management of all material moving to and out of the Herbarium</li> <li>• Ensure the herbarium keeps up to date with the latest developments regarding herbaria and related issues</li> <li>• Ensures the collection stays pest free</li> <li>• Ensures that all concerned are kept up to date with the process and procedures</li> <li>• Library users gain maximum benefit from having the library coupled to the herbarium</li> <li>• Ensures client satisfaction at all times</li> <li>• Ensures the long-term viability of the resource and its contents</li> </ul>

2	CURATION	30	<ul style="list-style-type: none"> <li>• Regular literature searches for nomenclatural and taxonomic changes which effect the collection</li> <li>• Carry out name changes and rearrange the collection, should these changes so dictate</li> <li>• By careful observation and dissection correctly identify new accessions by means of keying out and comparing with old vouchers</li> <li>• Determination of Types: because of the importance of the Type-rich collections, it is essential that their curation be carried out dependably and accurately and the latest additions fed through to the online facility run by JSTOR</li> <li>• Ensure that the collection of Cape Peninsula material housed in the Guthrie Herbarium, used as a reference mainly by undergraduate students, is maintained as effectively as the rest of the collection</li> <li>• Ensure that the spirit collection is subjected to the same rigorous curatorial procedures as the rest of the collection</li> <li>• Respond to loan requests for Bolus material by researchers of other institutions – extract the requested material and ensure the correct documentation is provided</li> <li>• Accurate laying in of returned material as well as new material being added to the collection</li> <li>• Ensure that gift material to be sent to other herbaria is appropriately allocated and readied for dispatch</li> <li>• assess space issues that constantly arise and arrange the collection in a way that can best accommodate a growing collection</li> <li>• ensure that the lists of specimens housed in any particular cupboard are correctly reflected both within the collection and on the outside doors</li> </ul>	<ul style="list-style-type: none"> <li>• enables maintaining the scientific relevance of the collection</li> <li>• maintains the scientifically relevance of the collection</li> <li>• ensures material accessioned is accurately identified and adds value to the collection</li> <li>• ensures the Type collection remains as accurate and up-to date as possible</li> <li>• allows for accurate referencing of this collection by staff, students and visitors</li> <li>• ensures the spirit collection can be referenced with the same level of accuracy as the dry specimen collection</li> <li>• effective response to loan requests to ensure there is no delay to material being dispatched</li> <li>• attempts to ensures all material can be accessioned at all times</li> <li>• ensures there is no backlog of material that is allocated as gift material to other herbaria</li> <li>• protects the integrity of the collection</li> <li>• ensures users have the correct information reflected for accurate and ease of use of the collection</li> </ul>
3	PEOPLE MANAGEMENT	5	<ul style="list-style-type: none"> <li>• Ensure all staff complete and are familiar with the expectations of their KPA's, annually</li> <li>• Communicate effectively with the Herbarium Assistant regarding all manner of tasks that require close co-operation between the Assistant and the Curator</li> <li>• All <i>ad hoc</i> employees are effectively employed, managed and remunerated</li> </ul>	<ul style="list-style-type: none"> <li>• Staff are aware of job expectations and the requirements to maintain an effective operation</li> <li>• Ensures maximum efficiency and efficacy</li> <li>• Ensures maximum productivity by creating an effective working environment and working conditions</li> </ul>

4	COMPUTER AND DATABASE MANAGEMENT	10	<p>Supervision and assistance is needed in a variety of computer tasks:</p> <ul style="list-style-type: none"> <li>• Ensure the database is backed up frequently</li> <li>• Development, expansion and maintenance of the herbarium databases</li> <li>• Prevent build-up of old and irrelevant files</li> <li>• Extracting relevant portions of the database as requested by researchers.</li> <li>• Ensure that the data-basing system remains current and effective by constantly having the program realigned with the advancements of technology. Currently the herbarium runs its database in BRAHMS (Botanical Research and Herbarium Management Systems), which is in alignment with the National Database run by SANBI (South African National Biodiversity Institute) –this has required a complete overhaul w.r.t. operations</li> <li>• Ensure the information in the physical collection and that in the database are consistent with each other</li> </ul>	<ul style="list-style-type: none"> <li>• Most up-to –date information is safely stored</li> <li>• Database is kept up to date, constantly being improved upon and modernized</li> <li>• Only most relevant information is stored and available</li> <li>• Researchers get the relevant electronic version of the data for research purposes</li> <li>• Database is kept in line with the most relevant technologies and their management</li> <li>• Ensures the information from either source is scientifically accurate</li> </ul>
5	RESEARCH	25	<ul style="list-style-type: none"> <li>• It is important that the pool of professional knowledge be effectively used in the current climate of diminishing resources. The Curatorial position is that of a professional botanist. By way of relevant taxonomic research on Cape plants and the subsequent publication of books and articles, a contribution is made to enhance both the scientific and financial stature of the university, the department and the Herbarium.</li> <li>• Ensure an element of research relating to the Cape Flora is maintained, as is the expectation coupled to the position of a herbarium employee</li> <li>• Keep a record of research emanating from the herbarium and report such research in an annual report, as well as in web-based media, participation in seminars and conferences and contribution to the grey literature</li> <li>• Maintain and develop links with other herbaria and relevant organisations</li> <li>• Assist other researchers coupled to the department in maximizing the benefits from having such a research facility at hand</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures some degree of scientific output as this is the expectation from someone employed in a herbarium</li> <li>• Ensures UCT researchers gain maximum benefit from the facility</li> </ul>

**MINIMUM REQUIREMENTS**

Minimum qualifications	MSc (with Systematics as a recommended main stream)
Minimum experience (type and years)	Experience of curation of a Herbarium (3 years)

**COMPETENCIES**

Competence	Level	Competence	Level
Analytical Thinking/Problem solving	2	Planning and organizing/Work management	2
Building interpersonal Relationships	4	Professional knowledge and skill	3
Client/student service and support	3	Teamwork/Collaboration	2
Communication	2	University Awareness	2