

Role Description

Senior Horticulturist, Nursery

Cluster	Planning, Industry & Environment
Agency	Department of Planning, Industry and Environment
Division/Branch/Unit	Place, Design and Public Spaces/ Botanic Gardens Greater Sydney
Location	The Royal Botanic Garden Sydney, The Australian Botanic Garden Mount Annan The Blue Mountains Botanic Garden Mount Tomah,
Classification/Grade/Band	Horticulturist Level 7/8
Kind of Employment	Ongoing
Role Number	30551 Sydney Gardens, 30590 Mount Annan, 30596 Mount Tomah
ANZSCO Code	362411
PCAT Code	1112292
Date of Approval	September 2015
Agency Website	www.dpie.nsw.gov.au

Agency overview

Our vision is to create thriving environments, communities and economies for the people of New South Wales. We focus on some of the biggest issues facing our state. We deliver sustainable water resource and environment management, secure our energy supply, oversee our planning system, maximise community benefit from government land and property, and create the conditions for a prosperous state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

The Royal Botanic Gardens and Domain Trust is responsible for the management and stewardship of the Royal Botanic Garden Sydney, the Domain, the Australian Botanic Garden Mount Annan and the Blue Mountains Botanic Garden Mount Tomah. The Trust incorporates the Australian Institute of Botanical Science and one of the country's leading international tourism businesses.

Staff working for the Trust are employees of the Department of Planning, Industry Environment, within the Botanic Gardens Greater Sydney agency – a group of world-leading staff from the fields of science, horticulture, public space activation, visitor experience, not-for-profit fundraising, digital engagement, tourism, planning, major project delivery, commercial investment, sustainable resource and asset management, events and recreation.

According to a 2018 report from Deloitte Access Economics, the Trust contributes around \$140 million to the NSW economy each year, supports more than 1,100 jobs and contributes more than \$180 million in social and cultural contributions annually.

Primary purpose of the role

The Senior Horticulturist, Nursery coordinates the nursery and propagation programs including activities such as plant propagation, horticultural maintenance, stocktakes, research, and the allocation of resources.

Key accountabilities

- Manage the nursery activities and propagation program of a diverse range of plant species.
- Prepare, implement and coordinate day to day operations of horticultural maintenance services of the program including watering, plant hygiene, pest and disease control, stocktaking and maintenance of the glasshouse and associated facilities to ensure the provision of high quality plants that meet internal customer needs.
- Manage, develop and deploy staff and maintain effective budgetary controls within the unit so that all resources are matched to program priorities and the proactive capacity is optimised.
- Implement WHS and risk management policies, practices and programs, including the adoption of safe work systems, the reporting and investigation of accidents and incidents, and the implementation of improvement actions in accordance with legislation, and other appropriate policies and procedures.
- Provide technical advice to colleagues, Senior Management and clients in relation to the propagation program and plant conservation programs including the preparation of reports and other documentation to provide accurate and concise information on the status of the propagation program.
- Maintain security, maintenance and records of the organisation's assets including plant and equipment, in accordance with established protocols, policies and procedures.
- Participate in working committees or multi-disciplinary projects as a team member, providing follow-up research and advice ensuring the delivery and achievement of project outcomes.
- Manage and assist with the collection, entry and analysis of plant records data for the living collections management system in an accurate and consistent manner.

Key challenges

- Developing and documenting techniques and methodologies for problematic plant groups to overcome propagation challenges in collaboration with scientists.
- Developing and delivering training courses on the operation of a nursery and other horticultural maintenance topics to ensure maximum performance in meeting corporate targets and government requirements.

Key relationships

Who	Why
Internal	
Supervisor	<ul style="list-style-type: none"> • Receive direction; escalate issues on complex issues not covered by strategic or business plans and all matters requiring a higher authority and delegation.
Science & Conservation Branch	<ul style="list-style-type: none"> • Collaborate with scientists on collection development and research projects.
Direct Reports	<ul style="list-style-type: none"> • Provide guidance and support and share information
External	
Horticultural industry associations, machinery and product suppliers	<ul style="list-style-type: none"> • Exchange ideas, share and receive information in relation to projects undertaken within the BGGs
Wholesale and specialist nursery suppliers	<ul style="list-style-type: none"> • Exchange ideas, share and receive information in relation to projects undertaken within the BGGs

Role dimensions

Decision making

The Senior Horticulturist, Nursery is expected to operate with some level of autonomy, make day to day decisions relating to work priorities and workload management, for themselves and any staff supervised. This role is accountable for the quality, integrity and accuracy of content of advice provided and refers complex issues and all matters requiring a higher authority to supervisor/manager for resolution.

Reporting line

This role reports to the Nursery team's Supervisor at the assigned site.

Direct reports

This role has a number of direct reports, including ongoing and casual staff, as assigned from time to time.

- Horticulturist 5/6 (Multiple)

Budget/Expenditure

Nil

Essential requirements

- Horticultural trades certificate or equivalent skills and experience.
- Demonstrated experience in the management of propagation programs, specialist propagation techniques and collection of relevant records electronically.
- Experience in the provision of horticultural services and programs with a diverse range of plant materials grown in controlled environments and the maintenance/use of associated plant/equipment in accordance with nursery hygiene practices.
- Proven experience in the development and implementation of work and maintenance plans, and project management and research skills.
- Current driver's licence with the ability to drive manual vehicles and willingness to undertake fieldwork for extended periods of time and have the ability to lift and carry a minimum 15 kilos.






Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate
 People Management	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Foundational
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Intermediate	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth and develop and apply new skills Seek feedback from colleagues and stakeholders Maintain own motivation when tasks become difficult
Relationships	Intermediate	<ul style="list-style-type: none"> Focus on key points and speak in 'Plain English' Clearly explain and present ideas and arguments

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Communicate Effectively		<ul style="list-style-type: none"> Listen to others when they are speaking and ask appropriate, respectful questions Monitor own and others' non-verbal cues and adapt where necessary Prepare written material that is well structured and easy to follow by the intended audience Communicate routine technical information clearly
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> Build a supportive and co-operative team environment Share information and learning across teams Acknowledge outcomes which were achieved by effective collaboration Engage other teams/units to share information and solve issues and problems jointly Support others in challenging situations
Results Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> Understand the team/unit objectives and align operational activities accordingly Initiate, and develop team goals and plans and use feedback to inform future planning Respond proactively to changing circumstances and adjust plans and schedules when necessary Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals Accommodate and respond with initiative to changing priorities and operating environments
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> Perform basic research and analysis which others will use to inform project directions Understand project goals, steps to be undertaken and expected outcomes Prepare accurate documentation to support cost or resource estimates Participate and contribute to reviews of progress, outcomes and future improvements Identify and escalate any possible variance from project plans
People Management Manage and Develop People	Intermediate	<ul style="list-style-type: none"> Ensure that roles and responsibilities are clearly communicated Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks Develop team capability and recognise and develop potential in people Be constructive and build on strengths when giving feedback Identify and act on opportunities to provide coaching and mentoring Recognise performance issues that need to be addressed and work towards resolution of issues

