

Role Description

Horticulturist



Cluster	Department of Enterprise, Investment & Trade
Agency	Museums of History NSW
Division/Branch/Unit	Museum Operations & Visitor Services Division/Horticulture
Location	Sydney
Classification/Grade/Band	Horticultural Trades/Officer Level 6
Role Number	Various
ANZSCO Code	362213
PCAT Code	1119192
Date of Approval	15 May 2017
Agency Website	www.mhnsw.au

Agency overview

Museums of History NSW (MHNSW) is an executive agency within the NSW Department of Enterprise, Investment and Trade and reports to the NSW Minister for the Arts. MHNSW is administered under the Museums of History NSW Act 2022.

MHNSW brings together the museums, historic houses and associated collections previously in the care of Sydney Living Museums with the vast collection of more than 13 million items held by the NSW State Archives. This includes one of the world's most complete and important collections documenting colonisation.

Providing greater access to and understanding of our state's rich and varied histories, stories and cultures is paramount to MHNSW with truth-telling and respect at the core of our approach. With a formidable asset base worth \$1.6 billion, we are focused on growing, managing, preserving and providing public access to the State Archives Collection and the objects, materials, buildings, places and stories that shape the historical, social, political and cultural identity of NSW.

MHNSW also operates commercial services that contribute significantly to the organisation's sustainability, including retail, food and beverage, venue hire, commercial records storage, records management, digitisation and consultancy services.

Primary purpose of the role

The Horticulturist supports the conservation and maintenance of the gardens and grounds across MHNSW sites and Heritage & Collections Division projects to conserve; develop and present these gardens and landscapes to the highest standards for the access, interpretation, enjoyment and education of visitors in accordance with the philosophies and corporate plan of Museums of History NSW.

Key accountabilities

- Works independently and co-operatively within a team to implement garden and horticultural work and maintenance programs ensuring the effective and efficient delivery of horticultural services and duties to maintain, conserve and develop the character and composition of MHNSW sites' historic gardens, landscapes and plant collections.
- Provide information and interpretation of the site's garden history, horticulture and plant conservation to engage and inform site visitors and to promote the site's horticultural preservation and development.
- Assist in the preparation and actioning of maintenance programs for the control of plant diseases and insects to ensure long-term soil, plant and garden nutrition and conservation by undertaking pest and weed control, soil conditioning and propagation activities while preserving the existing collection of heritage species in accordance with industry standards and established work health and safety policies and procedures.
- Exercise sound judgement in balancing competing demands, operational needs and priorities to ensure tasks and activities are completed, maintenance and special project and event schedules are met.
- Conduct regular audits of the property to identify those areas of the gardens and landscapes that require immediate or planned responsive action such as the removal of fallen tree limbs, weeds, litter, self propagated foreign plants, diseased or dying plants and replant healthy, site-relevant plants as appropriate.
- Work in accordance with Museums of History NSW Work, Health and Safety policy and related procedures to ensure horticulture work activities do not endanger the health and safety of workers or other people at MHNSW properties, including contractors, visitors, school groups and events
- Work in accordance with property specific safe work procedures for plant, equipment, chemicals and high risk activities to ensure known risks are eliminated or minimised as reasonably practicable
- Liaise with the Horticulture Coordinator to confirm that all plant and equipment, including personal protective equipment, is maintained and in good working order and other resources are well stocked.

Key challenges

- Performing a wide and varied range of garden maintenance and conservation tasks to care for the diverse needs of MHNSW's living gardens and historic landscapes across a distinctive range of sites and geographic locations, open to the public.
- Adapting modern horticultural practices to the historic sites and landscapes while managing the effects of adverse weather, including sustained periods of drought, torrential rain or gale-force winds that directly impact on the sites' gardens.
- Working with plant and equipment at sites accessed by the general public, visitors, school groups, and other workers in a coordinated and safe manner.

Key relationships

Who	Why
Internal	
Horticulture Coordinator	<ul style="list-style-type: none">• Provide regular updates on projects, issues and priorities.• Receive direction on coordinating duties for daily tasks and scheduled programs, events and displays.• Balance the operational gardening and landscaping requirements.• Develop and implement horticultural and maintenance plans for both routine and extraordinary garden and landscape management.

Who	Why
	<ul style="list-style-type: none"> • Contribute horticultural advice related to garden heritage, conservation and opportunities to introduce visitors to the possibilities and advantages of native plants. • Collaborate with to supervise and coordinate the work and activities of other staff members in the Coordinator's absence. • Inform and request support. • Escalate priority issues when necessary. • Maintain operational records as required.
Visitor & Interpretation Officers and other Portfolio staff	<ul style="list-style-type: none"> • Liaise in relation to the provision of horticultural development and garden maintenance. • Collaborate and work as a team member across a variety of sites and landscapes, each with their own differing gardens and landscape characteristics and operational practices. • Escalate visitor queries, feedback or complaints, when relevant, to achieve positive outcomes for the Portfolio. • Train, educate and assist with the supervision of staff in bush regeneration methods, techniques and rationale to support the implementation of MHNSW's conservation management plan and horticultural maintenance plan of the sites.
Staff across the agency	<ul style="list-style-type: none"> • Manage communications, resourcing and practical challenges that arise from an organisation with limited resources dispersed over a number of sites. • Work within a multi-disciplinary team that delivers conservation, interpretation, commercial and other outcomes. • Develop effective working relationships with specialists in diverse teams across MHNSW. • Consult in relation to the provision of horticultural development and garden maintenance.
Portfolio Volunteers	<ul style="list-style-type: none"> • Inform in relation to the provision of horticultural development and garden maintenance. • Provide information about horticultural duties, garden maintenance and special events' preparation. • Network and maintain effective interaction and cooperation. • Train, educate, mentor and assist with the supervision of staff in bush regeneration methods, techniques and rationale to support the implementation of MHNSW's conservation management plan and horticultural maintenance plan of the sites.
Farm & Facilities Assistant	<ul style="list-style-type: none"> • Communicate schedule and use of plant and equipment. • Follow site rules for the storage, use and maintenance of plant. • Inform the farm manager of damaged or broken equipment in line with tag out procedures. • Ensure all team members are trained, instructed and supervised in use of Plant.

Who	Why
External	
Educational, Tourism and Community groups, general public, visitors and other stakeholders	<ul style="list-style-type: none"> Promote the interests and programs of the Portfolio site, including providing prearranged guided garden tours Respond to horticultural enquiries and assist with related horticultural queries and concerns. Develops, maintains and promotes positive and professional relationships.
Key external stakeholders including government departmental and local government representatives	<ul style="list-style-type: none"> Represent and promote the interests of Museums of History. Maintain current horticultural knowledge and current developments within the horticultural sector.
Industry peers Professional associations and networks	<ul style="list-style-type: none"> Establish effective networks with broader industry peers accountable for horticultural preservation and conservation of historic and heritage gardens and with similar roles across other jurisdictions, to enable performance benchmarking, to maintain currency of industry standards and practices and to share knowledge and best practice.

Role dimensions

Decision making

This role:

- Works under minimal supervision and is accountable for the delivery of horticultural work assignments and projects on time, within budget and to expectations in terms of quality, deliverables and outcomes.
- Applies independent professional judgement in selecting methods of performing tasks and requests supervisory assistance as needed.
- Provides expert horticultural knowledge and advice to contribute to the overall conservation and maintenance strategies and plans to ensure the effective and efficient preservation and development of the gardens and landscapes across the various MHNSW sites.
- Refers to the Horticulture Coordinator for decisions that require significant change to the agreed plan that are likely to cause undue risk, create substantial precedent or are outside of delegation limits.
- Assists with the planning, leading and organising of the work of the horticultural team to achieve agreed objectives and performance criteria as requested by the Horticulture Coordinator.

Reporting line

This role reports to the Horticulture Coordinator.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Appropriate trade qualifications and 2 – 3 years post-qualification work experience in a public garden with high presentation and horticultural standards.
- TAFE qualifications in Horticulture and/or equivalent.
- Comprehensive knowledge and proven experience in pest and weed control, including safe use and application of hazardous chemicals.





- Demonstrated experience in a wide range of horticultural duties including arboriculture, soft and hard landscaping incorporating gardening practices, techniques and rationale, plant recognition, cultivation and propagation and turf culture.
- Demonstrated ability to safely use, maintain and make minor repairs to electrical, mechanical and other gardening equipment.
- Ability or willingness to operate powered machinery including ride on lawn mowers and skid steers.
- Ability to operate a chainsaw in line with required guidelines.
- Possession of a valid NSW driver's licence with the licence to operate manual vehicles.
- Possession of first aid certificate.
- Knowledge and implementation of Workplace Health and Safety and safe manual handling practices.
- Ability to manage lifting, carrying, standing, kneeling and moving around heritage sites, both internal and external environments is a genuine workplace requirement.
- Willingness to work across and ability to travel to multiple work locations.

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	Foundational
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Intermediate

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 Communicate Effectively	Intermediate	<ul style="list-style-type: none"> Focus on key points and speak in 'Plain English' Clearly explain and present ideas and arguments 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
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> Complete work tasks to agreed budgets, timeframes and standards Take the initiative to progress and deliver own and team/unit work Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals Seek and apply specialist advice when required
Results Plan and Prioritise	Foundational	<ul style="list-style-type: none"> Plan and coordinate allocated activities Re-prioritise own work activities on a regular basis to achieve set goals Contribute to the development of team work plans and goal setting Understand team objectives and how own work relates to achieving these
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