

Role Description

Horticultural Labourer



Cluster	Planning & Environment
Agency	Office of Environment & Heritage
Division/Branch/Unit	Botanic Gardens & Centennial Parklands / Horticulture
Location	The Royal Botanic Garden Sydney, The Blue Mountains Botanic Garden Mount Tomah, The Australian Botanic Garden Mount Annan & Centennial Parklands
Classification/Grade/Band	Horticulturist Level 2/4
Kind of Employment	Ongoing
Role Number	14776 & 14777 – Sydney Gardens & CP 14778, 14779, 14780, 14781, 14782 & 14783 – Mount Annan 14784, 14785, 14786 & 14787 – Mount Tomah
ANZSCO Code	841411
PCAT Code	1119192
Date of Approval	September 2015
Agency Website	www.rbg Syd.nsw.gov.au www.centennialparklands.com.au

Agency overview

The Planning, Industry and Environment Cluster brings together the functions from the former Planning & Environment and Industry Clusters.

The new Cluster will drive for greater levels of integration and efficiency across key areas such as long term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries. In particular, there will be a redoubling of emphasis on regional NSW.

Primary purpose of the role

The Horticultural Labourer role contributes to the conservation, construction, maintenance and regeneration of horticultural and natural areas within Botanic Gardens & Centennial Parklands sites.

Key accountabilities

- Support the development, construction and maintenance of horticultural displays and conserve natural areas in accordance with BGCP policies and procedures.
- Monitor equipment for maintenance purposes, reporting faulty equipment and ensure the safe use, storage and custody of BGCP assets.
- Implement health and safety policies and practices to ensure the health and safety of staff, visitors and other stakeholders.

- Use and maintain horticultural machinery and equipment for the management of horticultural displays and natural areas appropriate to the level of training and qualifications held by the individual in accordance with industry standards and practices and established BGCP policies and procedures.
- Assist in the implementation of weed control appropriate to the site including accurate herbicide application to avoid impact on desirable native species.
- Assist with collection of propagation material.

Key relationships

Who	Why
Internal	
Supervisor	<ul style="list-style-type: none"> • Receive direction, provide advice, escalate issues as necessary
Staff / Clients	<ul style="list-style-type: none"> • Discuss the provision of services and the development of new collections and displays, including technical issues and allocation of resources • Share and receive information, seek and provide advice
Work unit	<ul style="list-style-type: none"> • Share information, coordinate work, provide support, motivate, seek and give advice, and train staff • Communicate health and safety information
External	
Visitors, students, suppliers	<ul style="list-style-type: none"> • Exchange ideas, share and receive information
External and government bodies, contractors	<ul style="list-style-type: none"> • Obtain and receive advice in relation to projects

Role dimensions

Decision making

Level 2: The role works under general supervision and follows directions given by Supervisor/ Manager.

Level 3: The role works with minimal supervision and exercises limited judgement in following instructions given by Supervisor/ Manager.

Level 4: The role works with minimal supervision and exercises judgement. The role may also be called upon to perform duties in natural areas and basic security duties (such as locking and unlocking gates, escort and ground patrol).

Reporting line

This role reports to the Senior Horticulturist or Supervisor at the assigned site.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements





- Relevant experience in the development, construction or maintenance of horticultural displays or conservation of natural areas in parks or gardens.
- Sound knowledge and demonstrated capacity to implement occupational health and safety policy and practices.
- Experience in the use and maintenance of relevant horticultural machinery and equipment.
- 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.
- Ability to work outside of normal working hours and on weekends if required.

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	Foundational
 Relationships	Communicate Effectively	Foundational
	Commit to Customer Service	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	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 Communicate Effectively	Foundational	<ul style="list-style-type: none"> Speak at the right pace and volume for varied audiences Allow others time to speak Display active listening Explain things clearly Be aware of own body language and facial expressions Write in a way that is logical and easy to follow
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
Business Enablers Project Management	Foundational	<ul style="list-style-type: none"> Plan and deliver tasks in line with agreed schedules Check progress against schedules, and seek help to overcome barriers Participate in planning and provide feedback about improvements to schedules