

Position Description

Position Title:	Apprentice Parks & Gardens
Directorate:	City Wide Services
Service Unit:	Parks & Recreation
Salary Point:	T(i) – T(iii)
Position Reports To:	Field Supervisor
Staff Management:	Nil Direct Reports
Budget Responsibility:	Nil
Date PD Reviewed:	October 2019

Organisation Context of Position
<p>The City of Newcastle (CN) employs over 900 staff and is responsible for a local government area of 187km². Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, CN has a variety of locations across the city and encompasses 5 Directorates:</p> <ul style="list-style-type: none"> • Governance • Strategy and Engagement • People and Culture • Infrastructure and Property • City Wide Services <p>The purpose of the City Wide Services Directorate is to:</p> <ul style="list-style-type: none"> • Ensure CN's range of services and servicing for the community and visitors is consistently maintained at a high level throughout and across CN. • Facilitate a high level of community connection across and on behalf of CN. • Ensure services are set at a level that is clearly articulated to the elected CN and which are financially sustainable. • Set a benchmark for the organisation of exemplary customer service. <p>The Service Units and Elements that form the City Wide Services Directorate are:</p> <ul style="list-style-type: none"> • Art Gallery (Service Element) • Museum (Service Element) • Civic Services • Libraries & Learning • Customer Service • Waste Services • Parks & Recreation

Workplace Health & Safety	
WHS RAA Level	Level 6
For specific WHS Responsibilities, Authorities & Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities & Accountabilities.	

Scope

Apprenticeship positions have the primary goal of providing the apprentice opportunity to develop the necessary skills and knowledge to satisfy the competencies defined by the training plan established for the particular training discipline within the agreed timeframe.

This position is based within the Parks Services Team and on the successful completion of the Apprenticeship the qualification of Certificate III in Parks and Gardens will be attained.

Apprentices are indentured to City of Newcastle to complete their training. As part of the indenture the Apprentice will be provided with relevant on-the-job training as well as formal training with an external Registered Training Organisation (RTO).

Apprentices will work in conjunction with qualified people, focusing on assisting in the development and maintenance of parks and gardens across the city of Newcastle.

Position Responsibilities

- Perform duties as set out in the training package, associated training plan and training contract;
- Attend all training as required by the RTO;
- Give a high commitment to learning the horticultural (parks and gardens) trade and satisfy all competencies within the apprenticeship timeframe;
- Participate in workplace activities to develop operational skills and knowledge;
- Contribute to a safe work environment by complying with CN's WHS Management System, Responsibility Authority and Accountability Framework;
- Understand and comply with CN's policies and procedures;
- Work with team members providing maintenance and support developments to CN'Ps parks and gardens;
- Provide minor machinery maintenance to mowers and equipment;
- Contribute to the Park Services team's strong customer service focus;
- Develop a high level of communication and customer service skills;
- Develop the ability to problem solve and adjust work methods in response to changing conditions;
- Ensure that the work area is kept in a clean and tidy manner;
- Learn how to promote and maintain a positive organisational image and good community relations;
- Completion of administrative tasks associated with the duties of the position;
- Develop the ability to identify potential improvements to working practice and conditions;
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

Position Selection Criteria

Essential

1. Completion of Year 10 School Certificate, ROSA 'Record of School Achievement' or Year 12 Higher School Certificate, with satisfactory results including as a minimum a pass in General Mathematics and English;
2. Able to satisfy basic manual handling and physical health requirements of the position and possess a willingness and ability to work in an outdoor environment;
3. Literacy / numeracy skills commensurate to the position;
4. Reasonable communication skills, both oral and written;
5. Ability to work under supervision and as part of team in a fast-paced environment;
6. Ability to develop sound knowledge and understanding of workplace health and safety;
7. A commitment to the prescribed training requirements and personal development;
8. White Card (Construction Induction Card) or ability and willingness to obtain prior to commencement;
9. Current NSW Class C (manual), Provisional Drivers Licence (manual) or ability and willingness to obtain prior to commencement;
10. Access to reliable transport for attendance at both work and external training providers;
11. A genuine interest/ passion in undertaking a trade with a demonstrated interest in Horticultural (Parks & Gardens) work.

Desirable

1. Completion of a pre-apprenticeship course or work experience relevant to the position;
2. Experience and exposure in the use of garden hand tools and small plant and equipment;
3. Experience as part of a functioning team;
4. Basic computer literacy, including experience / knowledge of Microsoft Office applications.

Personal Behaviours which relate to the position

1. Safety conscious
2. Drive, flexibility, high energy and enthusiasm for learning
3. Honest and integrity
4. Customer Service focussed
5. Respectful of yourself and others