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# CANDIDATE INFORMATION KIT

## **Horticulturist** **Cooktown Botanic Gardens**

**Job Reference: CSC034**

Application Closing Date:

11.00pm, Sunday 28 April 2024



Thank you for your interest in applying for the role of Botanic Gardens Horticulturist with Cook Shire Council.

Cook Shire Council is a progressive and forward thinking organisation with a rich blend of culture and community connections and collaboration. Our Council brings tremendous positive opportunities and provides for a bright, healthy and sustainable future for our Shire, its residents and communities.

We have compiled this Candidate Information Kit to provide an overview of Cook Shire Council and the advertised position, to assist you in preparing your application.

The kit contains the following information:

- Application Guide
- Position Details
- Information about Cook Shire

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## APPLICATION GUIDE

The information contained in this guide is designed to assist you in preparing an application for this vacant position within Cook Shire Council.

Your application determines whether you will be shortlisted for an interview. It is your opportunity to show the selection panel that you have the knowledge, skills, experience and ability to do the job.

## HOW TO APPLY

Before you apply, please read the position description contained within this guide carefully to assess your eligibility and suitability for the position. You may be required to answer some questions that relate to the selection criteria. You will also be asked to provide your current resume, including two recent employment related referees.

### *Online, in person or via mail*

For this particular role, Council will accept applications submitted in writing via the following options:

Online: [www.cook.qld.gov.au/work](http://www.cook.qld.gov.au/work)  
In person: Administration building, 10 Furneaux Street, Cooktown Qld 4895  
Mail: Attention: Human Resources, PO Box 3, Cooktown, Qld, 4895  
Email: [work@cook.qld.gov.au](mailto:work@cook.qld.gov.au)

Ensure you allow enough time to complete and submit your application by the due date.

### *Cover letter*

Your cover letter should be a brief introduction about yourself outlining what qualities would make you desirable for the role.

### *Your resume*

A resume is a brief written account of personal, educational and professional qualifications and experience. A good resume is easy to read with recent, relevant and most notable details.

Any qualifications, licenses, tickets or certificates relevant or required as part of your application should be included as clear photocopies (do not submit originals).

As part of your resume, you should provide the name and contact details of two (2) work related referees. Preferably these referees will be your current or most recent supervisor or manager. Ensure the people you choose are agreeable to being your referee and to have their contact details in your resume.

## SHORTLISTING & INTERVIEWS

Based the selection panel's assessment of the written applications received, the panel will create a shortlist of applicants who will be asked to attend an interview.

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If you are chosen for interview, you will be given adequate notice and afforded the same opportunities as all other interviewees. The selection panel will ask you questions related to the selection criteria to decide which candidate best meets the requirements for the position.

After all interviews have been conducted, the selection panel will make a decision based on information from written applications, interviews, referee reports and any other methods of assessment used. If no applicant meets the selection criteria to the required standard, the panel will recommend to the Chief Executive Officer that the position be re-advertised.

## PRE EMPLOYMENT MEDICAL EXAMINATION

If you are successful, a pre-employment medical examination will be required. Drug screening will be part of the medical examination. Positive result of any prohibited drugs may result in withdrawal of offer of employment.

## SUMMARY & CONDITIONS OF EMPLOYMENT

Job reference		HRMCSC034
Position:	Botanic Gardens Horticulturist	
Location:	Based at Botanic Gardens – Cooktown	
Tenure:	Full time 76 hours per fortnight 1 rostered day off per fortnight	
Remuneration:	Queensland Local Government Industry (Stream B: Division 2, Section 5) Award – State 2017 - \$63,666 - \$65,961 per annum subject to qualifications and experience	
Leave Entitlements:	5 weeks annual leave paid on a pro rata basis 15 days personal leave paid on a pro rata basis	
Superannuation:	Up to 12% Superannuation contributions	

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## POSITION DESCRIPTION

<b>Position Title:</b>	Botanic Gardens Horticulturist
<b>Division:</b>	Infrastructure
<b>Location:</b>	Cooktown Botanic Gardens
<b>Award/Classification:</b>	Queensland Local Government Industry [Stream B] Award – State 2017

### 1 POSITION OBJECTIVES

- To provide technical support for horticultural maintenance, living plant collections, plant records, plant health, soil care, turf care, plant biosecurity and weed control, and irrigation.
- To assist with other general maintenance and construction activities in the Cooktown Botanic Gardens in an efficient and effective manner.
- To comply with all workplace health and safety obligations.

### 2 POSITION DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to:

- Deliver horticultural maintenance and day-to-day care of living plant collections, nursery, and the broader Botanic Gardens landscape by applying current horticultural techniques, selecting and propagating appropriate plants, ensuring suitable growing environments, monitoring plant health and performance, using best practice pruning practices, applying successful weed control, efficient irrigation, sound turf care, and effective integrated pest management to achieve high standards of presentation.
- Contribute to living collection and landscape development projects as a team member, initiating and prioritising tasks in consultation with the Curator and Ganger to achieve continual improvements across the Botanic Gardens.
- Maintain accurate plant records including accession records, labelling and maps and input information to relevant databases and spreadsheets as needed.
- Work collaboratively as part of a team, and with staff from across the Parks and Gardens remit as and when required to achieve Cook Shire Council priorities.
- Provide high quality, timely and efficient services to internal and external customers, including horticultural information and advice in a courteous manner to enhance the reputation of Cook Shire Council and the Botanic Gardens.
- Take responsibility for the correct care, maintenance and operation of all tools, equipment and materials.
- Carry out all lawful and reasonable instructions given in relation to this position, including any other duties which Council may reasonably require.

### 3 POSITION REQUIREMENTS

#### 3.1 Experience, Licences, Tickets

- Level 3 Certificate in Horticulture or higher, or relevant qualification or proven experience in a related field.
- Experience in a large public garden or landscape (i.e. botanic garden or other relevant experience including nursery expertise is desirable) including knowledge of current horticultural practices, plant identification and plant care.

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- Ability to optimise plant health, including plant nutrition, soil care, irrigation requirements, and knowledge of weed, pest and disease identification and control, including pesticide application (possession of AC/DC ticket desirable).
- Experience in maintaining detailed plant records.
- Experience with operating a variety of plant and equipment, such as zero turn mowers, whipper-snippers, chainsaws/power pruners, utility vehicles, etc.
- Experience with pruning and vegetation management (chainsaw ticket level 1 desirable).
- Experience with landscape irrigation systems.
- Experience in the provision of customer service to visitors and other clients in a tourist destination.
- Strong work ethic and proven reliable attendance.
- Possession of a construction white card.
- Queensland driver's licence.

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### 3.2 Workplace Standards

- Compliance with Council's Code of Conduct, Corporate Policies and Procedures.
- Provision of quality customer service.
- To not disclose or use confidential information other than in appropriate situations with duly authorised persons.
- To be impartial in all Council activities undertaken in this role.
- To not engage in other employment or contact work that may result in a direct or indirect conflict of interest with Council.
- To promote and maintain a positive, professional image for Council activities.
- To adopt a pro-active approach to all duties and use initiative within the scope of responsibility.
- To contribute toward the efficient and effective operation of Council's Infrastructure division and Council's overall operations.

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### 3.3 Workplace Health and Safety

- Compliance with Council's Workplace Health and Safety Management System.
- Compliance with all documented Workplace Health and Safety Policies, Procedures, work and verbal instructions issued by Council and its officers.
- Follow procedures in the areas of hazard and risk management and injury prevention strategies.
- Maintain a safe and healthy work environment.
- Perform all work and associated functions in a safe manner.
- Correctly use and maintain all personal protective clothing and equipment supplied by Council.
- Identify hazards, conduct risk assessments and take corrective action to eliminate hazards where possible in the workplace, and/or report hazards and risks in accordance with WH&S procedure.
- Report and assist with the investigation of all incidents within the workplace, including minor injuries, near hit and property damage.

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- Attend any tool box talks or specific training supplied by Cook Shire Council.
- Work in a manner that will not endanger themselves, other employees or the public.
- Being familiar with the location of first aid treatment areas, fire protection facilities and evacuation procedures.
- Report any concerns for WH&S to your supervisor.

### **3.4 Infection Control and Immunisation Requirements**

- This position has been identified as potentially being at risk of exposure to vaccine preventable disease(s). The position requires the incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation for the conditions of Hepatitis A and B.

## **4 SELECTION CRITERIA**

- SC1.** Demonstrated qualifications in Level 3 or higher in Horticulture or proven experience in a related field.
- SC2.** Demonstrated horticultural knowledge and experience, preferably in large, diverse landscapes (nursery experience desirable).
- SC3.** Demonstrated ability to optimise plant health and performance, including knowledge of plant nutrition, soil care, irrigation requirements, pruning techniques, and weed, pest and disease identification and control.
- SC4.** Experience with landscape irrigation systems.
- SC5.** Experience in maintaining detailed plant records.
- SC6.** Demonstrated experience and ability with operating a variety of plant and equipment including zero turn mowers, push mowers, and whipper snippers.
- SC7.** Demonstrated ability to work as a constructive member of a team and to accept direction.
- SC8.** Effective written and verbal communication skills, including engaging effectively with both external and internal customers.

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## INFORMATION ABOUT COOK SHIRE

Cook Shire is the largest land area Shire in Queensland covering 106,000km<sup>2</sup> and encompassing some 80% of the Cape York Peninsula region of Far North Queensland. The Shire also shares boundaries with a number of Aboriginal Shire Councils as well as Mareeba, Douglas and Carpentaria Shires. Our population is around 5,000 shire-wide.

Our natural environments across the Shire are as diverse as they are spectacular, including rainforest, savannah country, agricultural and pastoral land, tropical islands and a number of towns. Cooktown is our largest town and is home to the Council administration office and works depot. Other townships and localities include Marton, Lakeland, Laura, Coen, Ayton, Rossville, Helenvale and Portland Roads.

Cook Shire is a developing local government area with a steady increase in population, particularly in Cooktown. The Endeavour Valley and Lakeland are the centres of horticulture whilst other areas support the cattle industry. Cooktown has a thriving recreational and commercial fishing industry, which includes live coral trout and crayfish, prawns and other fisheries.

One of Australia's most historically significant townships, Cooktown is the location where Captain James Cook spent almost seven weeks repairing his vessel, the HM Bark Endeavour. Some of the most extraordinary discoveries and interactions with local Aboriginal people occurred here in 1770.

### Weather

Cook Shire enjoys a mild tropical climate all year round with the annual wet season generally running from January to March. This is when the environment comes to life and a great time to get out and about. April to December brings a drier period with cooler weather and temperatures averaging around 27 degrees Celsius. In summer Cooktown is usually about 5 degrees cooler than Cairns.

### Services

Supermarket	Bakery	Airport
Petrol stations	Speciality stores	Coffee shops and cafes
RSL and Bowling Clubs	Pubs and bottle-shops	Medical centre
Schools (public and private)	Restaurants	PCYC Events Centre
Pharmacy	Hospital	Newsagent
Public swimming pool	Visitor Information Centre	Golf Club

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## Getting here

<b>FLY</b>	45 minute flight to Cooktown from Cairns
<b>DRIVE</b>	3.5 hour drive on inland sealed road from Cairns (self-drive or bus)
<b>CRUISE</b>	Sail or cruise from Cairns via private vessel, cruise ship or tour boat

Cooktown is very accessible with many all-weather travel options. For details on companies who run regular services to Cooktown and other great travel information, take a look at our tourism website [www.cooktownandcapeyork.com](http://www.cooktownandcapeyork.com).

## Arts and Culture

There is an extensive array of arts in Cooktown to feast your senses on including paintings, carvings, photography, crafts, music, public art and festivals. The Cooktown and Rossville markets showcase many talented local artists, multiple art galleries feature in the main street of Cooktown and one at the Visitor Information Centre at Nature's Powerhouse and annual festivals and events. There are always plenty of opportunities to enjoy the arts, music and dance, and local bands perform regularly at various venues around town.

With the range of Indigenous communities surrounding Cooktown there is no shortage of opportunities to discover one of the world's most ancient cultures. The local Bama people would be pleased to share stories about their culture and take you for a peek at some of the oldest and most significant rock art sites around the world. Tours operate from Wujal Wujal, Laura, Cooktown and Hope Vale and each offer an insight into the traditional Aboriginal way of life, bush tucker, customs, beliefs, and creation stories. There are also arts and cultural centres based in Wujal Wujal, Laura and Hopevale to give you a leisurely insight into the ancient cultures at your own pace.

## Information

For further information about our Council and Shire please visit Council's website [www.cook.qld.gov.au](http://www.cook.qld.gov.au).

## Privacy

Cook Shire Council is committed to helping you protect your privacy. The information provided by you and information retrieved from databases held by Cook Shire and displayed to you online is intended for the sole use of the authenticated user for the purpose of enhancing customer interactions with Cook Shire Council.

By submitting your application to Council, you agree that we may use your personal information for the purpose of processing your application. If you are shortlisted for interview and we perform a reference check, third parties may be contacted to obtain more information about you.

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