



INFORMATION PACKAGE

POSITIONS VACANT

2 X HORTICULTURE (PARKS & GARDENS) APPRENTICE (4 YEARS)

BASED FROM MORUYA OR BATEMANS BAY

CLOSING DATE: 4.30PM MONDAY 19 JULY 2021

REF: ESC465

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Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact Dave Bohun on 0407 158 028

Important Information

Use our on-line application system to apply for this position. This can be accessed through the Vacant Positions section of Council's website www.esc.nsw.gov.au

Complete the online questionnaire

This is a really important part of your application.

- Only applicants that complete the questionnaire will be considered for the position;
- Selection for interview is based on the responses you make to each of the questions;
- Each question relates to an important aspect of the job. You will need to make responses that explain your training and / or experience to date in regards to the question asked. Include any experience that you have had at school, in sporting or other groups, or in paid or unpaid work experience.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.

School reports – if required

If you have completed schooling within the last 5 years your most recent school report should form a part of your application. If your schooling was completed more than 5 years ago this is not a requirement.

Referees

- If you are a recent school leaver (ie. If you have left school within the last 2 years) you will need to include at least one referee in your application who is a teacher/mentor from school. Other referees could be employers, sporting coaches or members of volunteer groups that you have worked with.
- We may contact your referees to verify the information provided in your application and at interview. We will not contact any of your nominated referees without seeking your permission first.

Upload documents and finalise your online application

After answering the online questionnaire, you will be asked to upload your resume and any other supporting documents to finalise your application.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.

Overview of Horticulture (Parks & Gardens) Apprenticeship

The Parks section is responsible for the routine maintenance and minor improvement of Council's Parks and Reserves assets across the Shire. The work involves looking after playgrounds, sports fields, picnic facilities, public toilets and general park areas. The work is undertaken in various locations using lots of hand tools, small machinery and larger plant items for example trimmers, blowers, ride on mowers, tractors and trucks. Our aim is to continuously enhance the Shire's recreation areas, resulting in positive experiences for the users.

Training

Training will involve completion of a Certificate III Horticulture (Park & Gardens) through a combination of on-the-job and off-the-job training.

Travel to and from work and off-the-job training is the responsibility of the apprentice however when required to travel for the approved course of study as part of the apprenticeship, some financial assistance related to travel expenses is available.

The apprentice will also be required to undertake other accredited training such as Provide First Aid, Handle Dangerous Goods, Operator a Pole Saw, Risk Assessment, and other courses. The successful application must hold a WHS Induction Construction prior to commencement.

Uniform

A Council uniform including safety boots will be provided and must be worn whilst at work.

Location

Based from the Moruya Depot or the Batemans Bay Depot and will be required to work at various locations across the Shire.

In addition, apprentices in these roles could expect to rotate through some of the other areas to gain broader experience.

Position Description

Horticulture (Parks & Gardens) Apprentice

Division	Infrastructure - Works
Location	Based from Moruya Depot or Batemans Bay Depot
Classification/Grade/Band	Apprentice

Council overview

Come and join a stable and progressive council working with an engaged community to contribute to a promising future. Eurobodalla Shire Council is located on the beautiful south coast of New South Wales and encompasses the regional centre of Batemans Bay, the main towns of Moruya and Narooma, and smaller villages and rural areas dotted along the coastline. Surrounded by beaches, bays, rivers and mountain ranges, we are situated in a stunning natural environment while also having access to quality schools, retail and medical facilities. You will advance your career and make a difference locally as you enjoy a pristine and thriving region.

Council values

The guiding principles of collaboration, respect, teamwork, professionalism and openness and trust define how Eurobodalla Shire strengthens its working environment to deliver on the aspirations of our community.

Council is committed to a safe and mentally and physically healthy workplace environment.

We are proud to be an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.



Our values

We are collaborative

We ask for and share ideas, insights and knowledge. We find strength and reward in working together.

We are respectful

We show respect and compassion to each other and our community. When there are issues, we go to the source.

We show team spirit

We nurture and value our relationships, bringing out the best in each other.

We are professional

We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.

We are open and trusting

We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

To gain skills, experience and qualifications in horticulture by assisting with the maintenance and enhancement of Council's park and reserve assets while completing a Certificate III Horticulture (Parks and Gardens).

Key accountabilities

Within the area of responsibility, this role is required to:

- Successfully complete all practical and theoretical components of the apprenticeship.
- Safely undertake physical labouring tasks in maintenance/construction of parks and gardens assets and horticulture activities.
- Assist with the operation and maintenance of parks and gardens plant and equipment.

Key challenges

- Maintaining health and safety standards at the workplace.
- Completing daily work commitments and off the job training.

Key internal relationships

Who	Why
Supervisor	• Day to day supervision and instruction.
Team Members	• Work collaboratively and support team members to contribute to the delivery of quality parks and gardens services.

Decision making

This role is fully supervised and is required to follow instructions regarding day to day activities, liaising with their supervisor and other team members.

Reports to

Parks Supervisor





Essential requirements

- Ability to undertake physical labouring tasks.
- Current Class C driver's licence (or willingness and ability to obtain as soon as possible, followed by a LR licence).
- Hold a WHS Induction Construction White Card prior to commencement.
- Ability to successfully complete all practical and theoretical components of apprenticeship including any compulsory attendance at TAFE or other training provider.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

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

Local Government Capability Framework		
Capability Group	Capability Name	Level
	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Foundational	<ul style="list-style-type: none"> • Takes responsibility for own actions. • Completes tasks he/she has agreed to on time. • Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly. • Takes care of own and others' safety and wellbeing by following safe work practices. • Identifies and speaks up about risks in the workplace.
Relationships Work Collaboratively	Foundational	<ul style="list-style-type: none"> • Keeps team and supervisor informed of what he/she is working on • Shares knowledge and information with team members and other staff • Offers to help colleagues and takes on additional tasks when workloads are high • Is aware of the wellbeing of co-workers and provides support as appropriate • Is open to input from people with different experiences, perspectives and beliefs
Results Deliver Results	Foundational	<ul style="list-style-type: none"> • Takes the initiative to progress work tasks • Clarifies work required and timeframe available • Identifies what information/resources are needed to complete work tasks • Checks own work for accuracy, quality and completeness • Completes tasks under guidance, on time and to the required standard
Resources Assets and Tools	Foundational	<ul style="list-style-type: none"> • Uses core work tools and equipment effectively • Takes care of work tools, equipment, accommodation and community assets

The Recruitment Process:

Application

Council will review each application to ensure that all the necessary sections have been completed and that copies of recent school reports (where required) and a resume have been provided.

Interview

After the closing date, applications will be reviewed and assessed to select candidates for interview. You will be advised of the outcome of your application within three weeks of the closing date. If selected for interview, you will be contacted by telephone to attend a face to face interview and a literacy and numeracy exercise at the main Council administration building in Moruya.

Decision

Applicants who attend an interview will be notified of the outcome via telephone.

Additional factors

In addition to your interview, the following factors will be taken into consideration:

- The content of your questionnaire in your online application;
- Your record of achievement at school (where required), work experience or out-of-school activities;
- Your referee comments.

CONDITIONS OF EMPLOYMENT

Position Title:	Horticulture (Parks & Gardens) Apprentice
Commencement date:	August 2021
Completion date:	This apprenticeship traditionally takes up to 4 years to complete.
Probation period:	A three month probation period applies for all apprenticeships. Ongoing employment is subject to successful completion of the probation period.
Award:	Local Government (State) Award 2020
Pre-placement Medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Vaccinations:	As part of Council's duty of care, it is essential the successful applicant for this position be vaccinated against hepatitis and other diseases. Where not currently immunised they must be willing to complete a course of vaccinations provided by Council.
Hours of work:	<p>Fixed term contract for the term of the apprenticeship which is expected to be four years. You will work full-time, 76 hours per fortnight with hours currently arranged:</p> <ul style="list-style-type: none"> • Mon to Thurs 6.55am to 4.05pm • Fri – Week 1 6.55am to 2.05pm • Fri – Week 2 RDO <p>with variations from time to time to meet work requirements.</p> <p>ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p>
Location:	Based from Council's Moruya Depot or Batemans Bay Depot and required to work at various locations across the Shire.

Leave Entitlements: 4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

ESC is committed to a safe and healthy work environment.

Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

WAGE RATES & ALLOWANCES				
Local Government (State) Award 2020	Base salary (gross per fortnight)	Adverse Working Conditions Allowance (gross per fortnight)	Superannuation calculated at 10% (gross per fortnight)	Total Remuneration (gross per fortnight)
T1 at 15 year of age	\$1,190.35	\$33.40	\$122.38	\$1,346.13
T2 at 16 years of age	\$1,342.20	\$33.40	\$137.56	\$1,513.16
T3 at 17 years of age	\$1,478.33	\$33.40	\$151.17	\$1,662.90
T4 at 18 years of age or over or HSC	\$1,631.76	\$33.40	\$166.52	\$1,831.68
Further progression to T5 and above is dependent on satisfactory progress through TAFE training requirements and on the job performance				
T5	\$1,785.29	\$33.40	\$181.87	\$2,000.56
T6	\$1,880.27	\$33.40	\$191.37	\$2,105.04
T7	\$1,953.08	\$33.40	\$198.65	\$2,185.13
T8	\$2,038.16	\$33.40	\$207.16	\$2,278.72
T9	\$2,111.90	\$33.40	\$214.53	\$2,359.83
T10	\$2,187.83	\$33.40	\$222.12	\$2,443.35

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART

