

POSITION DESCRIPTION

Position Title:	Curator – Cooktown Botanic Gardens
Division:	Infrastructure
Location:	Cooktown Botanic Gardens
Award/Classification	Queensland Local Government Industry Award 2017 [Stream A] – Level 6

1 POSITION OBJECTIVES

- To take a holistic approach to the maintenance and development of the Cooktown Botanic Gardens and Gallop Botanic Reserve including adjacent walking tracks and the Queens Park Oval.
- To lead staff and the associated maintenance and development activities within the Cooktown Botanic Gardens and nursery.
- To maintain plant species database and interact with other botanic gardens and herbariums for the benefit of Cooktown Botanic Gardens.
- To provide accurate technical advice and support on horticulture and botanical matters to the Manager, Parks and Waste Operations, and other Council departments.
- Undertake special projects within the Parks and Gardens area, as directed by the Manager, Parks and Waste Operations.

2 POSITION DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to:

- Manage daily activities of the Botanic Gardens staff.
- Set outcomes for the Botanic Gardens in order to achieve Council's strategic objectives.
- Manage the Botanic Gardens operational budget.
- Manage and maximise all aspects of the Botanic Gardens presentation and potential within allocated budget and staffing levels.
- Provide expert technical advice and support on horticulture and botanical matters to Manager, Parks and Waste Operations and other Council departments.
- Undertake a range of duties within the work area, including problem definition and solving, planning and service level monitoring. The role requires the exercise of sound judgement.
- Provide advice on policy matters and contribute to policy development.
- Negotiate on matters of significance within the section and/or department, with other bodies and/or members of the public.
- Contribute to the planning, development and implementation of special projects as directed by the Manager, Parks and Waste Operations.

- Provide reports on project status, project recommendations and other written material as and when required.
- Achieve optimum plant performance through selection of appropriate plants.
- Manage the maintenance of accurate and up to date plant records and inventories.
- Manage the legislative requirements of the Heritage-listed Botanic Gardens.
- Perform other duties as required.

3 POSITION REQUIREMENTS

3.1 Qualifications, Experience and Knowledge

- Tertiary qualifications in a relevant discipline.
- Demonstrated experience in team management.
- Demonstrated experience and specialised knowledge in the areas of horticulture, botany and landscaping. Arboricultural knowledge and experience viewed favourably.
- Capable of strenuous physical work.
- Demonstrated knowledge of plant propagation, culture and identification.
- Demonstrated knowledge of plant pests, diseases and control.
- Demonstrated knowledge and experience with databases related to recording plant species within botanic gardens
- Knowledge of computer software packages in particular the Microsoft Office Suite, including Word and Excel.
- Sound organisational skills and the ability to work with minimal supervision.
- Current Queensland Class “C” Driver’s Licence.
- The ability to work collaboratively with other council departments, other Botanic Gardens and related institutions, and key stakeholders.

3.2 Interpersonal Skills

- Demonstrated ability to research and provide written material.
- Demonstrated ability to work in a team environment.
- Demonstrated ability to lead a small team
- Ability to gain co-operation and assistance from and communicate effectively with staff, customers, contractors, government agencies and others.
- High level of verbal and written communication skills.

3.3 Training

- Training will be provided as deemed necessary.
- The incumbent may be required as part of this position to attend professional development opportunities.

3.4 Workplace Standards

- Compliance with Council's Code of Conduct, Corporate Policies and Procedures.
 - Provision of high level of customer service to internal and external customers.
 - Commitment to Equal Employment Opportunity, diversity and merit principles.
 - 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.
 - Possess a self-motivated, achievement orientated attitude.
 - Conduct all business transactions in an ethical, friendly, efficient and professional manner.
 - Contribute toward the efficient and effective operation of Council's Infrastructure directorate and Council's overall operations.
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3.5 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.
- 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.
- Familiar with the location of first aid treatment areas, fire protection facilities and evacuation procedures.
- Report any concerns for WH&S to your supervisor.

4 ORGANISATIONAL AND REPORTING RELATIONSHIPS

- Reports to the Manager, Parks and Waste Operations.
- Works closely with Park and Gardens Foreperson and other Council staff.
- Works closely with Nature's Powerhouse Operators.
- Work closely with and be an active participant of relevant committees.

5 EXTENT OF AUTHORITY

- Designation procurement delegation as per the Cook Shire Council Procurement Policy.
- The incumbent will take responsibility for decision making outcomes, directly related to their primary objectives and key duties.
- Supervision of Botanic Gardens staff, other Parks and Gardens staff working on site and contractors.

6 SELECTION CRITERIA

Qualifications, Knowledge and Experience

6.1 Essential

- SC1.** Tertiary qualifications in a relevant discipline.
- SC2.** Demonstrated experience and knowledge in the areas of horticulture, botany and landscaping and able to demonstrate a love of living plant collections, and people, as well as have expertise in living collections management.
- SC3.** Demonstrated high level organisational, time management and priority setting skills.
- SC4.** Capable of strenuous physical work.
- SC5.** Demonstrated skills in database management relevant to botanic gardens.
- SC6.** Demonstrated knowledge of plant propagation, culture and tropical plant identification.
- SC7.** Demonstrated experience in operating as an effective team leader.
- SC8.** Current Queensland Class "C" Driver's Licence.

7 KEY PERFORMANCE INDICATORS

7.1 Strategic Direction

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| Criteria | <ul style="list-style-type: none">▪ Planning and management of the overall strategic direction of Cooktown Botanic Gardens, in accordance with Council's Corporate and Operational plans and other relevant policies and procedures.▪ Supervision of Botanic Gardens staff, providing clear and achievable objectives.▪ Botanic Gardens Works Program reviewed and maintained.▪ Provide expert advice and support on horticultural and botanical matters.▪ Provide expert assistance with the planning, development and implementation of special projects.▪ Maintain accurate and effective plant records.▪ Ensure presentation of Cooktown Botanic Gardens is of a high standard. |
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7.2 Work Health and Safety

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| Criteria | <ul style="list-style-type: none">▪ Hazards are identified, reported and rectification work actioned as appropriate.▪ Strong safety focus evident.▪ Contribution to the advancement and improvement of Council's Safety Management System evident. |
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7.3 Interpersonal and Communication Skills

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| Criteria | <ul style="list-style-type: none">▪ Evidence of effective interpersonal and communication with external and internal customers.▪ Cooperation of staff and community members evident▪ Complaints are handled promptly and efficiently.▪ Effective written skills in completing council paperwork.▪ Active participation and involvement in team meetings▪ Stakeholders' expectations are met.▪ Compliance with Council workplace standards and Code of Conduct. |
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8 OTHER INFORMATION

- Cook Shire Council is an equal opportunity employer.
- Cook Shire Council operates under a Certified Agreement.
- This position description will be subject to change from time to time as Cook Shire Council's organisational direction is refined and developed to meet ongoing needs. Any such re-organisation of duties shall be the subject of discussion with the position incumbent.