

POSITION DESCRIPTION	
<b>Title:</b>	Nursery Trainee
<b>Group:</b>	Services
<b>Reports to:</b>	Nursery Supervisor
<b>Grade:</b>	T1 – T4
<b>Local Govt Award – Term Contract:</b>	Temporary upto 2 years
<b>Position Allowances:</b>	Nil
<b>Hours:</b>	38hpw
<b>Number of Direct Reports:</b>	Nil
<b>Number of Indirect Reports:</b>	Nil
<b>Vehicle:</b>	No
<b>Position Code:</b>	83633
<b>Pre-placement Medical:</b>	Required
<b>National Police History Check:</b>	Not required
<b>WWCC Check:</b>	Not required
<b>Date Developed:</b>	November 2020
Position Purpose	
To work within Council's commercial wholesale/retail nursery. To assist in the construction and maintenance of our parks and reserves as required.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• Motivation to learn with a commitment to complete the requirements of a two year traineeship, including completion of Certificate III in Horticulture.</li> <li>• Minimum School Certificate/ROSA with good academic results.</li> <li>• Demonstrated interest in gardening/horticulture through previous work experience or interests.</li> <li>• Ability to follow instruction and work as part of a team.</li> <li>• Well developed oral and written communication skills.</li> <li>• Physically capable of performing manual and repetitive tasks.</li> </ul>	

- General Induction for Construction Work Certificate (White Card).

## Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call these the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

- To assist Council's Nursery Supervisor in carrying out daily duties within the Wholesale/Retail Nursery.
- To assist Nursery staff with propagation.
- To assist Nursery staff with customer service.
- Cash handling.
- To assist nursery staff with plant maintenance.
- Undertake placements outside of the nursery to complement training.
- General labouring duties as required within the limits of the employee's skill, competence and training.

### Work Health & Safety

- Required to take reasonable care of self and others in the workplace
- Cooperate with all health and safety policies and procedures agreed to by management and staff
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

### Accountability and Behaviours

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

### Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.

