

# Position Description

<b>Position title</b>	Labourer Revegetation Nursery
<b>Reports to</b>	Natural Resources Officer
<b>Department</b>	Community, Planning and Environment
<b>Classification</b>	Level 3 – Local Government Industry Award (Stream B)
<b>Last Review Date</b>	February 2019

## Position Summary

This position assists the Natural Resources Officer and Ganger Revegetation Nursery in a variety of tasks by effectively and efficiently preparing tube stock in readiness for native forest revegetation.

## Position Specific Accountabilities

- Carry out duties in a competent, capable, safe and efficient manner, including: seed collecting, plant propagation, seedling growth and wellbeing, irrigation, weed control, and tube stock maintenance.
- Work cooperatively and support team mates to achieve the Work Group's goals
- Record keeping of work completed in line with nursery protocols, including data entry
- Comply with instructions given by supervisors
- Maintain good relationships with members of the public including volunteers
- Other responsibilities as reasonably expected

## Organisation Responsibilities

- Model the highest standards of ethical and professional behaviour and act with integrity and confidentiality whilst representing Council internally and externally.
- Adhere to all legislative frameworks, rules, Council policies and guidelines.
- Prepare and submit reports for Council and the Executive Leadership team as required.
- Be familiar with and undertake all work in accordance with relevant policy and legislation, including:
  - TRC's Safety Management System - SAFE PLAN, TRC's Code of Conduct, Council's Local Laws, Values and Behaviours, the *Local Government Act 2009*, Anti-discrimination and Privacy legislation, Purchasing and Procurement; and
  - Comply with all Workplace Health & Safety Legislation, and other relevant policies, procedures and legislation.
- Follow reasonable directives to maintain critical business activities in the event of an unplanned disruption, including but not limited to a disaster.

## Delegated Authority

Decisions are to be made in accordance with the Delegations of Authority as detailed under separate official delegation instructions through the Chief Executive Officer.

## Selection Criteria

### Essential

1. Strong work ethic and an ability to contribute and work within a small team.
2. Effective written and verbal communication skills.
3. Experience in nursery operations including seed collection, plant propagation, seedling growth wellbeing or a similar labouring role with a demonstrated interest in horticulture and native plants.

4. Willingness to work outdoors in a variety of weather conditions.
5. Awareness of safe work practices including manual handling techniques and an ability to follow Workplace Health and Safety procedures and policies.

#### **Qualifications**

- Chemical certificate ACDC Licence (Desirable or willingness to attain)
- Certificate II Horticulture or equivalent knowledge and experience (Desirable)
- First aid certificate (Desirable)

#### **Position Specific Conditions**

- The successful completion of a Pre-Employment Medical Assessment (including drug and alcohol screening) is required before any offer of employment.
- This role requires evidence of skills and qualifications and the possession of a current Drivers Licence.

I have read and understood the above Position Description					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	