

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Team Leader Nursery and Collections	1746
CLASSIFICATION	ANZSCO CODE
Band 4	842131
DEPARTMENT	DIVISION
Operations	Operations and Environment
AGREEMENT	LOCATION
Ballarat City Council Enterprise Agreement No. 9, 2023	Operations Depot, Trewin Street, Wendouree

Position Objectives

The Team Leader Nursery and Collections will supervise and work within a cohesive operational team and is responsible for the day-to-day planning and overseeing of the Botanical Gardens Nursery, Conservatory Displays and contributes to Plant Collection maintenance and development.

- This will be achieved through working as part of the Gardens and Nursery team, promoting safe work practices with a can-do attitude whilst working towards meeting Councils goals and vision.

Key Responsibility Areas

To provide operational support to the Curator Gardens and Nursery in the Botanical Gardens Nursery and botanical plant record keeping:

- To provide a customer focused attitude within the Operations team to ensure continual improvement to services provided.
- To accurately complete daily task sheets (paper or electronic), timesheets and other documentation as required by the Curator Gardens and Nursery.
- To effectively report issues when they arise in a timely manner.
- Compliance with organizational requirements during daily activity and if required, during times of emergency response.
- Completion of activities assigned by Curator Gardens and Nursery.

Nursery

- Coordinate the plant production, design and installation of five conservatory floral display per year.
- To operate selected items of plant and equipment in support of the Nursery Team.
- All operations are to be carried out with a high level of public safety and in accordance with the Nursery and Gardens teams adopted procedures and policies.
- Assist and support other team members in aspects of all Nursery tasks ensuring satisfactory completion of all allocated daily activities.
- Assist as required in noxious weed and pest control works and programs
- Operating and maintaining plant and equipment in an effective and efficient manner and in compliance with relevant laws and regulations.
- Work with the horticultural team to continuously improve nursery outcomes to achieve and maintain industry accreditation.
- Assist Curator in the review and research industry technology and best practice to ensure the implementation of modern practices in horticultural programs.

Plant Collections

POSITION DESCRIPTION

In conjunction with the Curator Gardens and Nursery;

- Introduce and assess new plants that align with plant collection policies.
- Remain up to date in developments, changes and research in the field of botanic garden living collections, seed collections, propagation methods and plant records management.
- Maintain and update online botanical databases.
- Accurately label, map and correctly identify plants across Ballarat Botanical Gardens, Buninyong Botanical Gardens, and Eureka Stockade Gardens.
- Contribute to the ongoing development and implementation of Plant Collection and Plant Protection Policies.
- Recording and research of taxonomic, horticultural and plant education data for inclusion in the online botanical database – Iris BG.
- Actively contribute to plant collection promotion.

Occupational Health & Safety

- Monitor and apply safe and effective work practices in accordance with Council policy.
- Ensure safe work practices, regulations and codes of practice are adhered to and ensure the efficient management of resources.

Customer Service

- Promote and maintain a culture of excellent customer service in personal performance and staff.
- Where required, respond to customers in a timely manner as required in writing by phone or on site.
- Maintain all relevant records and systems used by Council.
- Maintain a professional and courteous public liaison process.

REPORTS TO:	DIRECT REPORTS:
Curator Gardens and Nursery	Nursery Team
ORGANISATIONAL RELATIONSHIPS	
Internal: Botanical Gardens Team Leader Other Team Leaders Customer Service Staff	External: General Community Suppliers Statutory Authorities Contractors

Accountability and Extent of Authority

- Supervise team members to ensure the safety of employees, the general public and to protect Council assets.
- Coordinate works to specified standards of quality and productivity, in accordance with relevant Council policies, acts, regulations and codes of practice.
- Ensure employees and or contractors under supervision are sufficiently instructed and inducted in occupational health and safety policies and procedures.
- Assess the need for specific training of employees and coordinate appropriate training, in collaboration with the Curator Gardens and Nursery.

POSITION DESCRIPTION

- Provide effective co-ordination and supervision of maintenance delivery and the implementation of works programs.
- Responsible for the work performance of teams and to provide advice to the Curator on matters of staff counselling, staff development and support.
- Purchase materials, supplies and equipment required for the works program in line with Councils purchasing policies and procedures.
- Allocate the most appropriate equipment, materials and methods required to meet works program demands.

Judgement and Decision Making

- Coordinate and supervise labour, plant, and material resources on a day to day and longer-term basis to achieve the departments works program requirements most efficiently.
- Assess the performance of the team as it relates to the position objectives and make recommendations to the Curator accordingly.
- Program and coordinate any unscheduled or emergency works to minimise disruption to long term works programs with guidance from the Curator Gardens and Nursery.
- Evaluate the suitability and effectiveness of techniques, products and equipment and provide advice to the Curator on opportunities and outcomes.

Specialist Skills and Knowledge

- Detailed knowledge of modern horticultural practices relevant to a production nursery.
- The capacity to train employees in practical techniques and interpretation.
- Knowledge of the care, maintenance, and operation of a broad range of horticultural equipment relevant to role.
- Knowledge of the range of chemicals along with their handling and storage requirements appropriate to parks maintenance procedures.
- Knowledge of Integrated Pest Management & its implementation.
- Detailed knowledge of weed management procedures.
- Ability to operate a standard suite of Windows based computer applications and other Council specific programs
- Knowledge of relevant Council Policies and Procedures.

Management Skills

- Ability to manage time and resources to achieve short- and long-term objectives of the role in an environment of often-conflicting demands.
- Lead staff in the creation of a positive team environment that achieves participation, productivity, professional development, and mutual support within a safe working environment.
- Assist the Curator Gardens and Nursery in the production of draft budgets, estimates and quotations for Maintenance programs and specific projects.
- Assist in the recruitment and selection of employees in accordance with Council procedures and policies.
- Engage, coordinate, supervise and develop contractors to deliver programs and projects.

Interpersonal Skills

POSITION DESCRIPTION

- Well-developed verbal communication skills appropriate to the training and counselling of staff, staff interviews and participation in internal and external meetings with community groups, advisory committees, friends' groups, and other external parties.
- Clear and concise writing skills for the maintenance of records, correspondence, communications, and reports.
- Problem solving, leadership, motivation, and negotiation skills appropriate to dealing with staff, volunteers, suppliers, clients, and contractors.

Qualifications and Experience

- A Certificate 3 in Horticulture or equivalent
- Experience that embraces the broad range of skills associated with working in a production nursery.
- Demonstrated practical experience in leading a team
- Experience in Occupational Health and Safety procedures relevant to the role.
- Demonstrated knowledge of local government policies and other relevant statutes governing occupational health and safety, environmental controls, hazardous substances

SELECTION CRITERIA

- A Certificate 3 or equivalent in horticulture.
- Demonstrated ability to champion, model and promote corporate values.
- Horticultural expertise that embraces the broad range of plant production and maintenance processes associated within nursery operations.
- Demonstrated ability to implement and monitor adherence to health and safety policies and procedures within a team environment
- Well-developed written and verbal communication skills for dealing with staff, contractors, community, and the preparation of quote and business plans.
- Experience leading a team in a production nursery environment.
- A current driver's licence maintained while employed by the City of Ballarat.

POSITION DESCRIPTION

City of Ballarat Core Values

We are honest and transparent  • We tell the whole story. • We provide a context and rationale for our decisions. • We trust each other enough to be honest.	We are accountable  • We do what we say we will do, when we say we will do it. • We learn from our mistakes and celebrate our successes. • We back up our teammates and also hold them to account with kindness and respect.	We value everyone  • We show respect to everyone, even if we disagree. • We ensure everyone has access to opportunities. • We are approachable regardless of our position in the organisation.	We work with and for our community  • We seek to understand our community's needs and take action to meet those needs. • We engage with our community and share what we are doing and why. • We manage our resources responsibly and sustainably.	We work together  • We work towards common goals. • We support each other through the highs and lows. • We look for the best in each other.
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The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.

ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:	Signature:	Date:
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