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| **Cluster** | Planning, Industry & Environment  |
| **Agency** | Department of Planning Industry and Environment |
| **Division/Branch/Unit** | Place, Design & Public Spaces / Botanic Gardens Greater Sydney |
| **Location** | Various |
| **Classification/Grade/Band** | Horticulturist Level 7/8 |
| **ANZSCO Code** | 362211 |
| **Role Number** | TBC |
| **PCAT Code** | 1119192 |
| **Date of Approval** | 2 February 2021 |
| **Agency Website** | www.dpie.nsw.gov.au |

# Agency overview

Our vision is to create thriving environments, communities and economies for the people of New South Wales. We focus on some of the biggest issues facing our state. We deliver sustainable water resource and environment management, secure our energy supply, oversee our planning system, maximise community benefit from government land and property, and create the conditions for a prosperous state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

The Royal Botanic Gardens and Domain Trust is responsible for the management and stewardship of the Royal Botanic Garden Sydney, the Domain, the Australian Botanic Garden, Mount Annan and the Blue Mountains Botanic Garden, Mount Tomah. The Trust incorporates the Australian Institute of Botanical Science and one of the country’s leading international tourism businesses.

Staff working for the Trust are employees of the Department of Planning, Industry Environment (DPIE) , within the Botanic Gardens Greater Sydney (BGGS) agency – a group of world-leading staff from the fields of science, horticulture, public space activation, visitor experience, not-for-profit fundraising, digital engagement, tourism, planning, major project delivery, commercial investment, sustainable resource and asset management, events and recreation.

According to a 2018 report from Deloitte Access Economics, the Trust contributes around $140 million to the NSW economy each year, supports more than 1,100 jobs and contributes more than $180 million in social and cultural contributions annually.

# Primary purpose of the role

The role develops and maintains the horticultural functions for BGGS including undertaking regular inspections, maintenance of associated plant equipment and records, and consultation in relation to developments affecting living collections, natural areas or landscape development within the estates, and the supervision and training of staff.

# Key accountabilities

* Supervise a staff and contractor team to ensure the effective and efficient delivery of horticultural services including the day to day and ongoing operations of all aspects of horticultural maintenance, programming, restoration and preparation of horticultural assessments.
* Provide leadership, assist with staff development, performance management and deployment; support with financial planning and budgetary controls at all levels within the Team to ensure resources are matched to program priorities.
* Liaise with the Supervisor, other senior horticultural and asset staff on matters relating to work and maintenance programs, technical advice, staff appraisal and performance matters.
* Develop and implement rigorous WHS policies and procedures to ensure high-level safety standards that produce quality work and contribute to risk reduction for all site users.
* Repair damage to the grounds, fixtures and garden areas after major events and functions, including any damage caused by delivery vehicles.
* Liaise with event organisers and managers to ensure the effective and efficient delivery of services including the maintenance of horticultural standards and the consideration of heritage issues.
* Develop, manage and maintain the Living Collection and horticultural displays within controlled environments and in ground in accordance with policies and practices
* Maintain and analyse plant records data for the living collections to ensure that records are accurate and up to date.

# Key challenges

* Effectively managing extensive horticultural collections, displays and garden areas within a high use public environment while prioritising the workload of a small team to implement quality horticultural practices.
* Coaching and mentoring staff, resolving issues as they arise; working within an environment of competing priorities and resources, and prioritise workloads for a small well trained team.

# Key relationships

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| **Who** | **Why** |
| **Internal** |  |
| Supervisor/Curator Manager | * Receive direction; escalate issues on complex issues not covered by strategic or business plans and all matters requiring a higher authority and delegation.
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| Horticultural staff | * Share information, coordinate work, provide support, motivate, seek and give advice, train and performance manage staff
* Communicate health and safety information and safe work practices
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| Other staff  | * Liaise on matters relating to technical issues
* Share and receive information
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| Assigned staff and contractors  | * Supervise to ensure effective work performance
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| **External** |  |
| External and Government bodies, and Contractors | * Exchange ideas, share and receive information in relation to projects undertaken within the BGGS
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| Horticultural, parks and gardens organisations, events and function organisers, service groups and greenkeepers within the industry | * Exchange ideas, share and receive information and to consult with respect to events and function co-ordination, plus the supply of raw materials.
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**Role dimensions**

## Decision making

The role is expected to operate with some level of autonomy, making day to day decisions relating to work priorities and workload management, for themselves and any staff and contractors supervised. The role is accountable for the quality, integrity and accuracy of content of advice provided and refers complex issues and all matters requiring a higher authority to supervisor/manager for resolution.

## Reporting line

The role reports to the Curator Manager or the Horticultural Supervisor at the assigned site.

## Direct reports

This role has a number of direct reports, including ongoing and contract staff, as assigned from time to time including:

* Horticulturist 5/6 (Multiple)
* Horticultural Labourer 2/4 (Multiple)
* Apprentice (Multiple)

## Budget/Expenditure

Nil

# Essential requirements

* + Horticultural trades certificate or equivalent experience and technical knowledge in horticulture and maintenance techniques.
	+ Ability to undertake fieldwork for extended periods (outside of normal working hours and on weekends if required) and have the ability to lift and carry a minimum 15 kilos.
	+ Demonstrated ability in the maintenance and use of a wide range of horticultural plant and equipment.
	+ Demonstrated experience in the coordination, operational maintenance and development of a large park or garden.

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

# Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

| FOCUS CAPABILITIES |
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| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level**  |
|  | **Manage Self**Show drive and motivation, an ability to self-reflect and a commitment to learning | Adapt existing skills to new situationsShow commitment to achieving work goalsShow awareness of own strengths and areas for growth, and develop and apply new skillsSeek feedback from colleagues and stakeholdersStay motivated when tasks become difficult | Intermediate |
|  | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Focus on key points and speak in plain EnglishClearly explain and present ideas and argumentsListen to others to gain an understanding and ask appropriate, respectful questionsPromote the use of inclusive language and assist others to adjust where necessaryMonitor own and others’ non-verbal cues and adapt where necessaryWrite and prepare material that is well structured and easy to followCommunicate routine technical information clearly | Intermediate |
| **Work Collaboratively**Collaborate with others and value their contribution | Build a supportive and cooperative team environmentShare information and learning across teamsAcknowledge outcomes that were achieved by effective collaborationEngage other teams and units to share information and jointly solve issues and problemsSupport others in challenging situationsUse collaboration tools, including digital technologies, to work with others | Intermediate |
|  | **Plan and Prioritise**Plan to achieve priority outcomes and respond flexibly to changing circumstances | Understand the team and unit objectives and align operational activities accordinglyInitiate and develop team goals and plans, and use feedback to inform future planningRespond proactively to changing circumstances and adjust plans and schedules when necessaryConsider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goalsAccommodate and respond with initiative to changing priorities and operating environments | Intermediate |
|  | **Project Management**Understand and apply effective planning, coordination and control methods | Perform basic research and analysis to inform and support the achievement of project deliverablesContribute to developing project documentation and resource estimatesContribute to reviews of progress, outcomes and future improvementsIdentify and escalate possible variances from project plans | Intermediate |
|  | **Manage and Develop People**Engage and motivate staff, and develop capability and potential in others | Collaborate to set clear performance standards and deadlines in line with established performance development frameworksLook for ways to develop team capability and recognise and develop individual potentialBe constructive and build on strengths by giving timely and actionable feedbackIdentify and act on opportunities to provide coaching and mentoringRecognise performance issues that need to be addressed and work towards resolving issuesEffectively support and manage team members who are working flexibly and in various locationsCreate a safe environment where team members’ diverse backgrounds and cultures are considered and respectedConsider feedback on own management style and reflect on potential areas to improve | Intermediate |

# Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as ‘not essential’ for this role are not relevant for recruitment purposes however may be relevant for future career development.

| COMPLEMENTARY CAPABILITIES |
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| **Capability group/sets** | **Capability name** |  | **Description** | **Level**  |
|  | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Foundational |
| Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Intermediate |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
|  | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Foundational |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Foundational |
|  | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Intermediate |
| Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Foundational |
| Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
|  | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Foundational |
| Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |
|  | Inspire Direction and Purpose | Communicate goals, priorities and vision, and recognise achievements | Foundational |
| Optimise Business Outcomes | Manage people and resources effectively to achieve public value | Intermediate |
| Manage Reform and Change | Support, promote and champion change, and assist others to engage with change | Foundational |