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| --- | --- |
| **Cluster** | Planning and Public Spaces |
| **Agency** | Cities and Active Transport |
| **Division/Branch/Unit** | Botanic Gardens of Sydney/  Horticulture Management/Natural Areas & Open Spaces |
| **Location** | The Australian Botanic Garden Mount Annan |
| **Classification/Grade/Band** | Horticulturist Level 9/10 |
| **Kind of Employment** | Ongoing |
| **Role Number** | 30562 |
| **ANZSCO Code** | 362311 |
| **PCAT Code** | 3119192 |
| **Date of Approval** | September 2015 |
| **Agency Website** | www.rbgsyd.nsw.gov.au www.centennialparklands.com.au |

Agency overview

Botanic Gardens & Centennial Parklands Botanic Gardens of Sydney (‘BGoS’) is the operating name used following the operational integration of the Royal Botanic Gardens and Domain Trust and the Centennial Park and Moore Park Trust.

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.

*BGoS aims to minimise our environmental footprint through pollution prevention practices and be a role model for others to follow. All staff, volunteers, consultants and contractors are required to adhere to our Environmental Policy, Environmental Management System and comply with relevant environmental legislation, government regulations, policies and agreements.*

Primary purpose of the role

The Supervisor, Natural Areas & Open Spaces is responsible for managing the day-to-day operations of all aspects of natural and open space areas, including the maintenance, and programming of arboricultural and ecological restoration at the Australian Botanic Garden Mount Annan to ensure that the conservation values and high standards of public presentation/ safety are maintained.

# Key Accountabilities

* Lead the day-to-day operations of all aspects of open space and natural area management including horticultural maintenance, arboriculture, programming, wildlife management, broad-scale weed control, restoration, grassland/turf culture and preparation of the BGoS lands for events, functions and other activities to ensure high standards of public presentation and safety.
* Analyse, identify and use plant records data for local native species and the living collections to ensure that database information is accurate and up to date
* Managing human, financial and physical resources and maintaining effective budgetary controls within the section so that all resources are matched to section priorities and agreed outcomes are achieved within time and budget.
* Manage external contractors and utilities responsible for vegetation management, bush regeneration, arboriculture and grassland management, including contract development and performance.
* Contribute to the strategic vegetation, landscape and biodiversity management planning of the ABG site.
* Support the BGoS/PlantBank scientific and ecological restoration research program through seed collections and establishment of field experiments.
* Promote the natural and biodiversity values and regional role of the ABG site through interpretive information and social media.
* Maintain security, maintenance and records of the BGoS assets including plant and equipment in accordance with established protocols, policies and procedures.

Key challenges

* Developing and maintaining cooperative and productive working relationships given the need to respond to requests for advice and information in a strategic and efficient way.
* Adaptively managing wildlife issues, large scale weed infestations, including ecological restoration, and deploying highly variable seasonal management responses given the need to be ecologically sensitive.
* Presenting horticultural information to a range of stakeholders including public tours and to appropriate ecological/horticultural professionals

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| 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. |
| Direct Reports | Share information, coordinate work, provide support, motivate, seek and give advice, and train staff  Communicate health and safety information |
| **External** |  |
| Horticultural and restoration industry associations, machinery and product suppliers | Exchange ideas, share and receive information in relation to projects undertaken within the BGoS |
| Wholesale and specialist nursery suppliers | Exchange ideas, share and receive information in relation to projects undertaken within the BGoS |

# Role dimensions

## Decision making

The Supervisor, Natural Areas & Open Spaces, is expected to operate with some level of autonomy, make day-to-day decisions relating to work priorities and workload management for themselves and any staff supervised. The role is expected to resolve day-to-day issues as they occur.

This role is accountable for the quality, integrity and accuracy of the content of advice provided and refers complex issues and all matters requiring a higher authority to Curator Manager and the Director, Horticultural Management and Public Programs as appropriate for resolution.

## Reporting line

This role reports to the Curator Manager or directly to the Director of Horticulture & Living Collections, depending on the needs of the assigned business channel and/or site.

## Direct reports

The Supervisor, Natural Areas & Open Spaces, has several direct reports, including ongoing and casual staff, as assigned from time to time.

* Horticulturist, Arboriculture (Horticulturist Level 7/8)
* Horticulturist, Natural Areas & Open Spaces (Horticulturist Level 7/8)
* Horticulturist (Level 5/6) (x 2 - TBC)
* Apprentice (x 3 - TBC)

## Budget/Expenditure

TBC

Essential requirements

* Degree or Certificate in Horticulture or Conservation and Land Management or an equivalent qualification.
* Proven experience in the coordination, operational maintenance, curation and conservation management of horticultural, natural and open space areas in a large park or botanic garden setting to agreed standards and organisational goals.
* Proven experience in the management of natural areas/grasslands and development of work and maintenance programs, planning, budgets and preparation of complex reports.
* Current driver's licence with the ability to operate manual vehicles

# Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

## Capability Summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

| NSW Public Sector Capability Framework | | |
| --- | --- | --- |
| **Capability Group** | **Capability Name** | **Level** |
|  | Display Resilience and Courage | Intermediate |
| Act with Integrity | Adept |
| **Manage Self** | **Intermediate** |
| Value Diversity | Intermediate |
|  | **Communicate Effectively** | **Intermediate** |
| Commit to Customer Service | Intermediate |
| **Work Collaboratively** | **Intermediate** |
| Influence and Negotiate | Intermediate |
|  | **Deliver Results** | **Adept** |
| **Plan and Prioritise** | **Intermediate** |
| Think and Solve Problems | Intermediate |
| Demonstrate Accountability | Intermediate |
|  | Finance | Intermediate |
| Technology | Intermediate |
| Procurement and Contract Management | Intermediate |
| **Project Management** | **Adept** |
|  | **Manage and Develop People** | **Intermediate** |
| Inspire Direction and Purpose | Foundational |
| Optimise Business Outcomes | Intermediate |
| Manage Reform and Change | Foundational |

## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

| NSW Public Sector Capability Framework | | |
| --- | --- | --- |
| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Personal Attributes**  Manage Self | Intermediate | Adapt existing skills to new situations  Show commitment to achieving work goals  Show awareness of own strengths and areas for growth and develop and apply new skills  Seek feedback from colleagues and stakeholders  Maintain own motivation when tasks become difficult |
| **Relationships**  Communicate Effectively | Intermediate | Focus on key points and speak in ‘Plain English’  Clearly explain and present ideas and arguments  Listen to others when they are speaking and ask appropriate, respectful questions  Monitor own and others’ non-verbal cues and adapt where necessary  Prepare written material that is well structured and easy to follow by the intended audience  Communicate routine technical information clearly |
| **Relationships**  Work Collaboratively | Intermediate | Build a supportive and co-operative team environment  Share information and learning across teams  Acknowledge outcomes which were achieved by effective collaboration  Engage other teams/units to share information and solve issues and problems jointly  Support others in challenging situations |
| **Results**  Deliver Results | Adept | Take responsibility for delivering on intended outcomes  Make sure team/unit staff understand expected goals and acknowledge success  Identify resource needs and ensure goals are achieved within budget and deadlines  Identify changed priorities and ensure allocation of resources meets new business needs  Ensure financial implications of changed priorities are explicit and budgeted for  Use own expertise and seek others’ expertise to achieve work outcomes |
| **Results**  Plan and Prioritise | Intermediate | Understand the team/unit objectives and align operational activities accordingly  Initiate, and develop team goals and plans and use feedback to inform future planning  Respond proactively to changing circumstances and adjust plans and schedules when necessary  Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals  Accommodate and respond with initiative to changing priorities and operating environments |
| **Business Enablers**  Project Management | Adept | Prepare clear project proposals and define scope and goals in measurable terms  Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements  Prepare accurate estimates of costs and resources required for more complex projects  Communicate the project strategy and its expected benefits to others  Monitor the completion of project milestones against goals and initiate amendments where necessary  Evaluate progress and identify improvements to inform future projects |
| **People Management**  Manage and Develop People | Intermediate | Ensure that roles and responsibilities are clearly communicated  Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks  Develop team capability and recognise and develop potential in people  Be constructive and build on strengths when giving feedback  Identify and act on opportunities to provide coaching and mentoring  Recognise performance issues that need to be addressed and work towards resolution of issues |