|  |  |
| --- | --- |
| **Cluster** | Planning, Industry & Environment |
| **Agency** | Department of Planning, Industry & Environment |
| **Division/Branch/Unit** | Royal Botanic Gardens and Domain Trust / Horticulture |
| **Location** | The Royal Botanic Garden Sydney, The Australian Botanic Garden Mount Annan,The Blue Mountains Botanic Garden Mount Tomah |
| **Classification/Grade/Band** | Horticulturist Level 9/10 |
| **Role Number** | 30487, 30495, 30503 & 30511 – Sydney Gardens30573 – Mount Annan30595 & 30606 – Mount Tomah |
| **ANZSCO Code** | 362211 |
| **PCAT Code** | 3119192 |
| **Date of Approval** | September 2015 (updated August 2021) |
| **Agency Website** | www.rbgsyd.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 Supervisor, Horticulture leads a horticultural team and manages the day to day operations of all aspects of horticultural curation, maintenance, programing, restoration and event preparation on RBG&DT lands.

# Key accountabilities

* Manage, develop and deploy staff and maintain effective budgetary controls within the Section so that all resources are matched to program priorities and the proactive capacity is optimised.
* Manage the day to day operations of all aspects of horticultural maintenance, programming, restoration and preparation of RBG&DT sites for events, functions and other activities to ensure high standards of public presentation and safety.
* 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 all heritage concerns.
* Maintain, manage and develop horticultural collections and displays within controlled environments and in ground in accordance with the RBG&DT policies and practices.
* Develop and supervise work and maintenance programs ensuring programmed maintenance and horticultural activities are aligned with Branch objectives.
* Maintain security, maintenance and records of the RBG&DT’s assets including plant and equipment in accordance with established protocols, policies and procedures.
* Develop and maintain cooperative and productive working relationships with key internal and external contacts to achieve a strategic approach to all requests and the responsive provision of advice and information within set deadlines.
* Provide technical advice to colleagues, management and external customers in relation to horticultural maintenance and plant management strategies.

# Key challenges

* Managing human, financial and physical resources to ensure that agreed outcomes are achieved within time and budget.
* Developing staff technical skills and emphasising a flexible approach to horticultural maintenance in a demanding and changing environment given the need to continue service delivery for varying users of RBG&DT sites, address health and safety for staff and users; and ensure the preservation of horticultural standards and heritage aspects.
* Presenting horticultural information to a range of stakeholders including during public tours and to appropriate 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 industry associations, machinery and product suppliers | * Exchange ideas, share and receive information in relation to projects undertaken within the RBG&DT
 |
| Wholesale and specialist nursery suppliers | * Exchange ideas, share and receive information in relation to projects undertaken within the RBG&DT
 |

# Role dimensions

## Decision making

The Supervisor, Horticulture is expected to operate with some level of autonomy, makes 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.

The 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, Horticulture, as appropriate for resolution.

## Reporting line

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

## Direct reports

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

* Senior Horticulturist (Horticulturist Level 7/8) (Multiple)
* Horticulturist (Horticulturist Level 5/6) (Multiple)
* Horticultural Labourers (Horticulturist Level 2/4) (Multiple)
* Horticultural Apprentice (Multiple)

## Budget/Expenditure

TBC

# Essential requirements

* Horticultural trades certificate or Diploma or equivalent qualification.
* Proven experience in the coordination, operational maintenance, curation and development of a large Park or Botanic Garden, in a heritage setting to agreed standards and organisational goals.
* Proven experience in management and development of work and maintenance programs, and preparation of complex reports.
* Current driver’s licence with the ability to drive manual vehicles and willingness to undertake fieldwork for extended periods of time and have the ability to lift and carry a minimum 15 kilos.

**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 |
| --- |
| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level**  |
|  | **Manage Self**Show drive and motivation, an ability to self-reflect and a commitment to learning | Keep up to date with relevant contemporary knowledge and practicesLook for and take advantage of opportunities to learn new skills and develop strengthsShow commitment to achieving challenging goalsExamine and reflect on own performanceSeek and respond positively to constructive feedback and guidanceDemonstrate and maintain a high level of personal motivation | Adept |
|  | **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 |
|  | **Deliver Results**Achieve results through the efficient use of resources and a commitment to quality outcomes | Use own and others’ expertise to achieve outcomes, and take responsibility for delivering intended outcomesMake sure staff understand expected goals and acknowledge staff success in achieving theseIdentify resource needs and ensure goals are achieved within set budgets and deadlinesUse business data to evaluate outcomes and inform continuous improvementIdentify priorities that need to change and ensure the allocation of resources meets new business needsEnsure that the financial implications of changed priorities are explicit and budgeted for | Adept |
| **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 | Understand all components of the project management process, including the need to consider change management to realise business benefitsPrepare clear project proposals and accurate estimates of required costs and resourcesEstablish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirementsIdentify and evaluate risks associated with the project and develop mitigation strategiesIdentify and consult stakeholders to inform the project strategyCommunicate the project’s objectives and its expected benefitsMonitor the completion of project milestones against goals and take necessary actionEvaluate progress and identify improvements to inform future projects | Adept |
|  | **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 |
| --- |
| **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 | Intermediate |
| 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 | Intermediate |
|  | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Intermediate |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
|  | Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Intermediate |
| 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 | Intermediate |
| Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |
| 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 |