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| **Cluster** | Planning, Housing and Infrastructure  |
| **Agency** | Department of Planning, Housing and Infrastructure  |
| **Division/Branch/Unit** | Crown Lands and Public Spaces / Botanic Gardens of Sydney (BGoS) |
| **Location** | The Royal Botanic Garden Sydney, The Australian Botanic Garden Mount Annan, The Blue Mountains Botanic Garden Mount Tomah |
| **Classification/Grade/Band** | Horticulturist Level 7/8 |
| **Kind of Employment** | Ongoing |
| **Role Number** | 30551 Sydney Gardens, 30590 Mount Annan, 30596 Mount Tomah |
| **ANZSCO Code** | 362411 |
| **PCAT Code** | 1112292 |
| **Date of Approval** | September 2015 (updated June 2021; and March 2024) |
| **Agency Website** | [www.dcceew.nsw.gov.au](http://www.dcceew.nsw.gov.au); www.botanicgardens.org.au |

# Agency overview

Botanic Gardens of Sydney is the trading name of the Royal Botanic Gardens and Domain Trust, which is established under the Royal Botanic Gardens and Domain Trust Act 1980.

The organisation encompasses Australia’s premier botanical research institute, Sydney’s leading outdoor live entertainment and activation precinct, and three world-leading botanic gardens and international tourism destinations.

As Australia’s oldest scientific institution, Botanic Gardens of Sydney are custodians of more than $1.2 billion in state significant cultural, heritage and botanical collections.  The Gardens are a leading entity within the NSW tourism sector with a focus on engaging international, national, and regional visitors.

# Our key pillars:

* Australian Institute of Botanical Science: Australia’s premier botanical research institute encompassing the education, science, conservation and collections of the Botanic Gardens.
* The Domain: Sydney’s leading outdoor live entertainment and activation precinct.
* Royal Botanic Garden Sydney: One of Australia’s most-visited international tourist attractions and Australia’s oldest scientific institution.
* Australian Botanic Garden Mount Annan: The emerging flagship campus of the Australian Institute of Botanical Science – home of the National Herbarium of New South Wales and the Australian PlantBank
* Blue Mountains Botanic Garden Mount Tomah: Australia’s highest cool-climate Botanic Garden within a World Heritage Area**.**

# Primary purpose of the role

# The Senior Horticulturist, Nursery coordinates the nursery and propagation programs including activities such as plant propagation, horticultural maintenance, stocktakes, research, and the allocation of resources.

# Key accountabilities

* Manage the nursery activities and propagation program of a diverse range of plant species.
* Prepare, implement and coordinate day to day operations of horticultural maintenance services of the program including watering, plant hygiene, pest and disease control, stocktaking and maintenance of the glasshouse and associated facilities to ensure the provision of high quality plants that meet internal customer needs.
* Manage, develop and deploy staff and maintain effective budgetary controls within the unit so that all resources are matched to program priorities and the proactive capacity is optimised.
* Implement WHS and risk management policies, practices and programs, including the adoption of safe work systems, the reporting and investigation of accidents and incidents, and the implementation of improvement actions in accordance with legislation, and other appropriate policies and procedures.
* Provide technical advice to colleagues, Senior Management and clients in relation to the propagation program and plant conservation programs including the preparation of reports and other documentation to provide accurate and concise information on the status of the propagation program.
* Maintain security, maintenance and records of the organisation’s assets including plant and equipment, in accordance with established protocols, policies and procedures.
* Participate in working committees or multi-disciplinary projects as a team member, providing follow-up research and advice ensuring the delivery and achievement of project outcomes.
* Manage and assist with the collection, entry and analysis of plant records data for the living collections management system in an accurate and consistent manner.

# Key challenges

* Developing and documenting techniques and methodologies for problematic plant groups to overcome propagation challenges in collaboration with scientists.
* Developing and delivering training courses on the operation of a nursery and other horticultural maintenance topics to ensure maximum performance in meeting corporate targets and government requirements.

# Key relationships

|  |  |
| --- | --- |
| **Who** | **Why** |
| **Internal** |
| Supervisor | * 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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| Science & Conservation Branch | * Collaborate with scientists on collection development and research projects.
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| Direct Reports | * Provide guidance and support and share information.
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| **External** |
| Horticultural industry associations, machinery and product suppliers | * Exchange ideas, share and receive information in relation to projects undertaken within the BGoS.
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| Wholesale and specialist nursery suppliers | * Exchange ideas, share and receive information in relation to projects undertaken within the BGoS.

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# Role dimensions

## Decision making

The Senior Horticulturist, Nursery 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. This 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

This role reports to the Nursery team’s Supervisor at the assigned site.

## Direct reports

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

* Horticulturist 5/6 (Multiple)

## Budget/Expenditure

Nil

# Key knowledge and experience

* Demonstrated experience in the management of propagation programs, specialist propagation techniques and collection of relevant records electronically.
* Experience in the provision of horticultural services and programs with a diverse range of plant materials grown in controlled environments and the maintenance/use of associated plant/equipment in accordance with nursery hygiene practices.
* Proven experience in the development and implementation of work and maintenance plans, and project management and research skills.

# Essential requirements

* Horticultural trades certificate or equivalent skills and experience.
* 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 |
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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 | Intermediate |
| 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 |