

# Position Description



## Job Details

Job Title:	Nursery Operations Apprentice
Reports to:	Natural Resources Team Leader
Group:	City Assets
Date:	December 2024

## Position Purpose/Job Summary

The Nursery Operations Apprentice is a member of the Natural Resource Management team and is responsible for providing end-to-end support and assistance in managing a native plant production nursery.

The role provides daily support to the Fairfield Community Nursery and its volunteers to provide local provenance native plants for use in Council programs and projects.

Projects include bush regeneration, creek rehabilitation, water sensitive urban design (WSUD), urban landscaping and Council's Biodiversity Strategy.

## Selection Criteria - Knowledge, Skills, Qualifications and Experience required

- The position is full time, including study time to complete Certificate III in Nursery Operations (Nursery Production).
- Training will take place onsite.

Applicants must:

- Be passionate about the natural environment, bush regeneration and working in the Natural Resources Management industry.
- Be dedicated to completing Certificate III in Production Nursery
- current drivers' licence and own transport
- Passion for Australian native plants
- Be dedicated & committed to the qualification and term of the apprenticeship
- Able to use online learning technologies or willingness to learn
- Able to work independently
- Work well in a team environment
- Love working outdoors in all weather conditions
- Have a high attention to detail
- Be a reliable and hard worker with a positive attitude

### **Qualifications – Minimum**

1. Successful completion of Year 12 Higher School Certificate or equivalent.
2. Proven ability to work in a team environment.
3. Highly developed communication and interpersonal skills.
4. Understanding and willingness to undertake the required qualification within the term of the role.
5. Class C Driver's licence

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## Selection Criteria - Knowledge, Skills, Qualifications and Experience required

### Desirable

1. A background in bush regeneration, Landcare or Bushcare volunteering
2. An understanding of operating in a publicly accountable environment.
3. Enthusiastic and aware of Australian native environments and ecosystems
4. Working with Children Check (or willingness to obtain one)
5. Computer software skills in Word, Excel, PowerPoint

## Key Accountabilities – Position Specific

1. Nursery Maintenance Program
  - Help maintain the nursery area to ensure a work area that is safe and efficient.
  - Assist with the weed maintenance of native gardens that are utilised as seed orchards and provide for habitat creation and integrated pest management.
  - Assist with the maintenance of community garden.
  - Assist in the implementation of procedures and techniques to provide effective pest and disease control (Biosecurity).
2. Nursery Propagation Program
  - Propagate and maintain healthy nursery plants
  - Identify native plants, their characteristics, and growing requirements
  - Collect seed and take cuttings from plants across Fairfield City
  - Growing plants to required size
  - Assist Nursery Coordinator with propagation records
  - Fulfilling plant orders and or plant donations
3. Community Nursery Volunteer Program
  - Assist Councils Community Nursery Coordinator to deliver the Nursery Volunteer Program and work within a diverse range of participants including age, race, ability, and background.
  - Work is catered to all abilities and experiences in a wide range of nursery and gardening activities in a welcoming social, positive, and productive environment
4. Nursery Admin
  - Use IT systems for record keeping
  - Share information relating to current industry methods
  - Provide information on plants to nursery customers and volunteers
  - Comply with WHS policies and procedures

## Key Accountabilities – Core

1. Use Corporate IT Applications/Systems, ensuring compliance with Council standards and policies, to facilitate achievement of required outcomes.
2. Comply with the requirements of Council's Work Health Safety Management System (WHSMS) and fulfil relevant WHS responsibilities as per WHS-01.1.1 Responsibilities, Authority and Accountability Guideline whilst employed by or acting on behalf of the Council

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3. Comply with the reasonable requests and directions of management whilst employed by or acting on behalf of the Council. This includes undertaking other tasks or duties that may be allocated from time to time
4. Comply with Council's Code of Conduct, policy and procedures whilst employed by or acting on behalf of Council
5. All employees are required to treat colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions, as well as report any suspected case of discrimination or harassment that they witness. This requirement is in accordance with Fairfield City Council's Values and commitment to equal employment opportunity and a workplace free of discrimination and harassment.

## Reporting Relationships

**Direct:** Nil.  
**No. of Indirect:** Nil

## Key Relationships

### 1 Internal

Communicating with	Nature of Communication
Natural Resources Team Leader, Community Nursery Coordinator.	Assist in providing data for monthly, quarterly and annual reports.
Staff within the Natural Resource Management and City Assets.	Daily and on a face to face basis, and/or by telephone when necessary to provide data, information
Staff within the organisation.	Daily and on a face to face basis, and/or by email and telephone to answer enquires/requests for data and information.

## Position Dimensions

### Delegation:

This position has delegations in accordance with section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegation of Authority. Contact the Governance and Legal Division for delegations designated to this position.

## Decision making Authority & Accountability

1. The General Manager authorises you to take the actions required to make your workplace safe and to fulfil your WHS responsibilities in WHS-01.1.1
2. The position is based at the Community Nursery at the Fairfield Showground, Prairiewood.

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## Problem Solving

Judgement:

- Interpret knowledge of established procedures/ guidelines and able to follow alternative course of action.

Typical challenges include:

- Engaging with stakeholders who may have different priorities and competing needs
- Keeping up to date in the latest advances in nursery management
- Raising awareness of environmental issues
- Communicating with a diverse and multicultural community

## Competencies

Performance in this role is also assessed on 'how' staff achieve their goals, based on the same behavioural expectations for all staff. An individual Work Plan, based on your position description will be established in partnership with your supervisor. Your supervisor will meet with you on a regular basis to ensure that you are performing as expected or assign some training to improve performance if needed.

## Signature

<b>Employee:</b>	<b>Signature</b>	<b>Date</b>
<b>Authorised by: (Manager)</b>	<b>Signature</b>	<b>Date</b>