

Role Description

Gardener

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| Cluster | Department of Planning & Environment |
| Agency | Office of Environment and Heritage |
| Division/Branch/Unit | Taronga Conservation Society Australia |
| Location | Taronga Zoo or Taronga Western Plains Zoo |
| Classification/Grade/Band | Gardener Grade 1/2/3 |
| Senior Executive Work Level Standards: | Only for Executive positions |
| Kind of Employment | Ongoing |
| ANZSCO Code | 362211 |
| PCAT Code | TBC |
| Date of Approval | September 2016 |
| Agency Website | www.taronga.org.au |

Agency overview

The Office of Environment and Heritage (OEH) cares for and protects NSW's environment and heritage, which includes the natural environment, Aboriginal country, culture and heritage, and built heritage. **Taronga Conservation Society Australia (Taronga)** forms part of the OEH. Taronga's vision is to create a shared future for wildlife and people. Through our efforts we protect endangered species, increase understanding of wildlife and inspire community action.

Primary purpose of the role

To provide general gardening services and grounds maintenance including maintaining the current flora displays, weeding, mowing lawns and trimming hedges.

Key accountabilities

- Undertake a variety of landscaping projects within grounds and exhibits.
- Undertake general gardening activities as assigned, including the maintenance of allocated grounds, gardens and exhibits.
- Carries out general grounds maintenance including: maintaining current flora displays, weeding, mowing lawns and trimming hedges.
- Perform basic tasks associated with horticulture and gardening works under supervision from the Horticulture Team.
- Work effectively as a member of a high performing team, to assist Taronga in its achievement of strategic outcomes.
- Comply with Taronga's Customer Service Charter and suggest initiatives for further improvement to ensure industry leading standards are maintained.
- Comply with and suggest sustainability practices in the workplace to help achieve Taronga's sustainability targets and reduce environmental impact.
- Comply with and report any Work, Health and Safety incidents in line with Taronga's Work, Health and Safety Charter.

Key challenges

- Working in restricted environments and gaining access to exhibits through Life Sciences.
- Maintain Taronga's grounds and gardens to the highest quality within allocated time frames.
- Identifying and recording issues impacting Zoo visitors and suggest recommendations for improvements.

Key relationships

| Internal | |
|---|--|
| Manager/Supervisor | To receive direction, instruction and performance feedback; to provide support and information; and to ensure ongoing communications and a professional working relationship |
| Team and other Taronga colleagues | To work professionally and collaboratively together; to provide/receive support, information and services; and to ensure ongoing communication, professional working relationships, and a positive and productive team culture |
| External | |
| Stakeholders (which may for example include zoo visitors, consultants, contractors, suppliers, sponsors, media, auditors, government agencies and/or authorities) | To receive/provide information, assistance, excellent customer service and/or work collaboratively together; and to represent Taronga in a professional and ethical manner |

Role dimensions

Decision making

- The position mainly works autonomously in accordance with guidelines provided by the Supervisor, Horticulture and established Taronga policy and procedures. Discretion is used to manage and prioritise workloads.
- Decisions outside of this scope are to be escalated to the Supervisor, Horticulture.
- This role does not have formal delegation.
- This role is expected to follow management instructions and uphold Taronga's Code of Conduct, Policies, Procedures, Charters (WHS, Customer Service and Animal Welfare) and Environmental Sustainability endeavours.
- Take reasonable care of own safety and ensure own conduct does not adversely affect the health and safety of others.
- Project a positive company image, work constructively as a Taronga team member, and report Taronga Compliance breaches.

Reporting line

This position reports to Supervisor, Horticulture.

Direct reports

There are no positions reporting directly to the role.

Budget/Expenditure

The position has no delegated financial sign off authority

Essential requirements

- Previous gardening and grounds maintenance experience.
- Current NSW Drivers License or ability to have existing license formally recognised, including manual.
- Vaccinations against Zoonotic diseases (in accordance with Taronga's Zoonotic disease vaccination matrix) at your own expense.





- Obtain and maintain a current paid NSW Working with Children Check at own expense.

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

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 |
|  Personal Attributes | Display Resilience and Courage | Foundational |
| | Act with Integrity | Foundational |
| | Manage Self | Foundational |
| | Value Diversity | Foundational |
|  Relationships | Communicate Effectively | Foundational |
| | Commit to Customer Service | Foundational |
| | Work Collaboratively | Foundational |
| | Influence and Negotiate | Foundational |
|  Results | Deliver Results | Foundational |
| | Plan and Prioritise | Foundational |
| | Think and Solve Problems | Foundational |
| | Demonstrate Accountability | Foundational |
|  Business Enablers | Finance | Foundational |
| | Technology | Foundational |
| | Procurement and Contract Management | Foundational |
| | Project Management | 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 | Foundational | <ul style="list-style-type: none"> • Be willing to develop and apply new skills • Show commitment to completing work activities effectively • Look for opportunities to learn from the feedback of others |
| Relationships Work Collaboratively | Foundational | <ul style="list-style-type: none"> • Work as a supportive and co-operative team member, share information and acknowledge others' efforts |

NSW Public Sector Capability Framework

| Group and Capability | Level | Behavioural Indicators |
|--|--------------|--|
| | | <ul style="list-style-type: none"> • Respond to others who need clarification or guidance on the job • Step in to help others when workloads are high • Keep team and supervisor informed of work tasks |
| Results Deliver Results | Foundational | <ul style="list-style-type: none"> • Complete own work tasks under guidance, within set budgets, timeframes and standards • Take the initiative to progress own work • Identify resources needed to complete allocated work tasks • Seek clarification when unsure of work tasks |
| Business Enablers Project Management | Foundational | <ul style="list-style-type: none"> • Plan and deliver tasks in line with agreed schedules • Check progress against schedules, and seek help to overcome barriers • Participate in planning and provide feedback about improvements to schedules |