

SOUTHERN GRAMPIANS SHIRE COUNCIL POSITION DESCRIPTION

Position Details

Title:	Apprentice Gardener
Classification:	Apprentice Wages
Business Unit:	Parks and Gardens
Directorate:	Infrastructure and Sustainability
Reports to:	Parks and Gardens Coordinator

Our Vision and Values

Vision

Thriving Community, Limitless Opportunity

Values

Raise the Bar

Create Brilliance Together

Dream Boldly, Change Bravely

Integrity in Every Step

Child Safety

Southern Grampians Shire Council is a child safe organisation committed to the Victorian Child Safe Standards by:

- providing an environment where Aboriginal children and young people can express their culture and enjoy their cultural rights
- having a zero tolerance approach to child abuse
- having a zero tolerance approach to racism and an expectation that staff and volunteers will act on incidents of racism

Position Summary

To assist in the efficient operation of the Parks and Gardens Unit, in particular the maintenance of the Hamilton Botanic Gardens and other Council parks and reserves in an environmentally safe, tidy, and aesthetically pleasing condition

Key Responsibilities

- Develop horticultural skills and knowledge through an approved apprenticeship program
- Assist the Head Gardener in developing and maintaining to a satisfactory standard, all garden and reserve areas as directed
- Operate a range of plant and equipment in a safe manner to achieve specified standards
- Undertake routine maintenance of assigned plant as required and subject to skill level
- Respond positively to public enquiries and provide assistance as required in order to enhance the image of the Botanic Gardens and the Council in general
- Perform all tasks in a manner which promotes open communication and effective teamwork
- Carry out other duties as directed, depending on skill levels required
- Required to ensure Council's Risk Management Policy and procedures are observed and complied with at a personal level:
- Taking all reasonable steps to reduce risks identified in risk audits and any other relevant studies
- Demonstrate a commitment to risk management principles and practices, and to maintaining a safe environment for staff and the community
- Responsible for ensuring the security of Council's assets under the Officer's control
- Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004, and Council's Health and Safety Management programs, and for ensuring as far as practicable, safe working practices for all staff

Extent of Authority

- Works individually or as part of a team under routine supervision
- Required to assist in undertaking tasks involving the utilisation and development of a range of skills and to exercise some discretion in the application of established standards and procedures
- Accountable for making satisfactory progression through the apprenticeship program
- Commit to and adhere with Child Safety standards and Council's requirements

Judgement and Decision Making

- Jobs are generally well defined, documented, and well-understood; however, some judgement may be required to make decisions in line with policy and/or normal work practices
- Guidance and advice are always available within the Organisation

Specialist Skills and Knowledge

- Basic administrative skills including computer literacy
- Able to safely and competently operate a range of mechanical equipment relevant to the position

- A keen interest and basic knowledge of gardening procedures and techniques

Management Skills

- Will comply with systems and policies to ensure a safe work environment by:
 - Taking reasonable care for your own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act
 - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare
 - Contribute to OHS consultation processes
 - Prompt reporting of hazards and incidents

Inter-personal skills

- Ability to harmoniously work in a team environment and individually when required and to promote a team approach to work practices
- Good written and verbal communication skills

Compliance with Legislation and Policies

- Adhere to all current relevant codes of conduct and legislative requirements including but not limited to:
 - Southern Grampians Shire Council Policies and Procedures
 - Southern Grampians Shire Council Staff Code of Conduct
 - Privacy and Data Protection Act 2014 (Vic)
 - Equal Opportunity Act 2010 (Vic)
 - Occupational Health and Safety Act 2004 (Vic)
 - Government/Industry Codes of Conduct
 - The Southern Grampians Shire Council Enterprise Agreement
 - The Municipal Emergency Management Plan
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community
- Responsible for ensuring the security of Council's assets under the Officer's control
- Remain compliant with the requirements of the Occupational Health and Safety Act 2004 (Vic), and contribute to the health, safety, and wellbeing of Council employees by:
 - Co-operating with Council with respect to any action taken to comply with a requirement of the OHS Act 2004

Qualifications and Experience

- May require a current Working with Children Check (WWCC)
- Satisfactory completion of Year 11 minimum
- Current Victorian Driver's License (or if under 18 years of age, eligible to gain license when 18)

Key Selection Criteria

The employee will demonstrate the following:

- Successful completion of secondary education to Year 11 minimum
- Eligible to enrol in Apprenticeship program
- Administration and computer skills
- A passion for horticultural work
- Good interpersonal skills with the capacity to operate in a team environment
- High levels of self-motivation and initiative

Agreement

I, _____ have read and understand the objectives and conditions of the above-mentioned role.

Signature: _____

Date: _____