

Detailed Position Description

PD-HRM-008 Horticulturist

Job title:	Horticulturist
Business Unit:	Nursery Operations
Reporting to:	Nursery Manager
Hours:	Full time, minimum contact hours: 08:00 - 16:00 (Mon-Fri, Sat/Sun as required)
Location:	Whiteman
Performance Reviewed:	Annually
Last update:	15/02/2017

Purpose of the Position

This position is focused on both general nursery duties and additional specific duties. The role requires sound botanical knowledge and preferably experience within the industry. The person will require the ability to research and scientifically trial techniques for native plant germination. The person would need to be a professional, team player who is well organised, self-motivated, outcome orientated and have a keen interest in the propagation, production and maintenance of native Australian flora.

This person is responsible for performing all tasks in accordance with NAH policies and procedures. It is important to note that outlined below is the minimum standard required for this position title.

Part 1 | Responsibilities and Key Performance Indicators (KPIs)

Work Expectation	Key Performance Indicators
Responsibility 1: Uphold the missions, values and vision of Natural Area Holdings	
Work Expectation:	Key Performance Indicators:
<ul style="list-style-type: none"> ▪ Meeting and exceeding NAH policies and procedures. ▪ Using NAH systems and contributing to their development. ▪ Contributing to team work and building. ▪ Adhering to professionalism and NAH quality standards. ▪ Showing a commitment to commercial efficiency. 	<ul style="list-style-type: none"> a) Zero non-conformances¹ for the period b) Zero reports of harassment or bullying in the workplace
Responsibility 2: Adhere to NAH and statutory Occupational Health and Safety (OHS) work standards and ISO 9001 quality work standards	
Work Expectation:	Key Performance Indicators:
<ul style="list-style-type: none"> ▪ Comply with NAH and site OHS requirements. ▪ Report hazards and/or incidents in accordance with NAH procedures. ▪ Attend and contribute to OHS meetings. ▪ Be responsible for yours and others safety at NAH operation depots, offices, nursery and works sites (duty of care). ▪ Implement the NAH quality management system and contribute to its continuous improvement. ▪ Report any non-conformance with the NAH quality management system to the Quality Manager, undertake corrective action as required. 	<ul style="list-style-type: none"> a) All non-conformances and/or incidents are reported per NAH OHS and Quality standards

¹ Refer to AOP-QMS-004 Non-conformance Procedure Corrective Action & Preventative Action

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Work Expectation	Key Performance Indicators
Responsibility 3: Nursery systems development	
<p>Work Expectation:</p> <ul style="list-style-type: none"> ▪ Consider and suggest systems to the Nursery Manager in order to undertake activities in more efficient ways, including production, grading and record keeping activities, tracking and fulfilling orders. ▪ Contribute to the development of key policies, procedures, management plans, record keeping, operational manuals, training documentation, educational literature and similar as required. ▪ Critically assess all activities undertaken with the NAH Nursery in relation to how they may be undertaken more efficiently whilst not sacrificing on quality/customer service. ▪ Assess your own achievements, failures and general skills. Develop your skills as a Horticulturist. 	<p>Key Performance Indicators:</p>
Responsibility 4: Train and assist other team members	
<p>Work Expectation:</p> <ul style="list-style-type: none"> ▪ Offer assistance as required to fellow team members and provide direction and instruction to new employees/work experience personnel. ▪ Be approachable, and available to assist in a timely manner with informal enquiries. ▪ Undertake formal, scheduled training and assistance as directed by the Nursery Manager. ▪ Help fellow team members achieve their best results in all areas and contribute to their learning experiences. 	<p>Key Performance Indicators:</p>
Responsibility 5: Undertake general nursery duties	
<p>Work Expectation:</p> <ul style="list-style-type: none"> ▪ Undertake nursery duties in accordance with NGIA guidelines, NAH policy and procedures and as instructed, including but not limited to: <ul style="list-style-type: none"> – Watering as per species requirements – Potting-on/up with consideration to species environmental and pH requirements – Recording of stock required and produced – Grading (i.e. sorting plants according to quality) in order to resolve plant health issues and for orders. – Fertilising according to species nutritional and pH requirements – Weeding by hand and chemical treatments – Stock counts to be accurate at all times – Tracking of clients orders from propagation through to dispatch. – Labelling of plants produced as per procedure sheet instruction. 	<p>Key Performance Indicators:</p>



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<ul style="list-style-type: none"> - Plant placement in the nursery as per the species environmental and watering requirements and as pre agreed with the team if client specifies seed or provenance. <ul style="list-style-type: none"> ▪ Work efficiently and productively within a team and unsupervised environments to meet and/or exceed set production and grading targets in accordance with Standard Operating Procedures and NGIA accreditation guidelines. ▪ Manage your delegated nursery area. Ensure you understand the water availability, seasonal sun/shade variations and pest and disease issues likely. ▪ Understand the species in your area; know their environmental and nutritional requirements, their uses within conservation work and their desirability for Landscape clients. Ensure watering of your nursery area is effective for maximum plant health, minimal water wastage; and minimal labour. You must know the wetter/dryer areas and place plants accordingly. The catch cup exercise must be carried out promptly if problems or changes occur. ▪ Weeding, weed prevention fertilising, pest and disease management must also be addressed within your nursery area. You will train additional staff to assist you with your maintenance. ▪ Show initiative in the identification and management of weed outbreaks around the nursery. ▪ Accurately count stock and provide your records of pre-sold stock (orders) and available for sale stock (excess) to Nursery Manager/Assistant Manager as requested in a timely and well-presented manner. 	

Responsibility 6: Undertake specific nursery duties as instructed

Work Expectation:	Key Performance Indicators:
<ul style="list-style-type: none"> ▪ Specific responsibilities will be allocated on an individual basis based on a person's strengths, weaknesses and interests as well as tasks at hand and priorities within the nursery. This may include: <ul style="list-style-type: none"> - Checking levels of tank water daily (twice daily in summer). - Undertaking filter maintenance for water supply system - Setting reticulation for allocated nursery areas - Watering monitoring and Hand-watering of allocated nursery areas - Plant placement as per species and client requirements - Seed processing activities - Seed sowing and propagation processes - Production planning and managing - Orders tracking - Sourcing plant material for cuttings (both within and external to the nursery) and the management and maintenance of cuttings growing areas – - Grading and dispatching orders accurately ▪ Undertake specific duties efficiently and accurately with suggestions to be made in relation to ways to make procedures more efficient/feasible. 	

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Part 2 | Qualifications, Training and Personal Qualities

Essential	Desirable
Academic & Trades Qualifications*	
<ol style="list-style-type: none"> 1. White Card - Construction Training Induction WA 2. Police Clearance 3. First Aid 4. WA manual motor vehicle licence 5. Year 10 completion (or equivalent) and/or TAFE Cert IV Horticulture/Conservation & Land Management etc. 	<ol style="list-style-type: none"> 1. Pesticide Licence 2. Year 12 graduation (or equivalent) 3. University Qualification (i.e. Bachelor of Science (Environmental, Conservation Biology, Botany, etc.))
Work Experience & Skills	
<ul style="list-style-type: none"> ▪ An interest/experience in gardening and working with native plants Genuine interest and passion in native bushland management ▪ Computer proficiency- MS Word, Outlook, Excel with a minimum typing speed of 40 WPM ▪ Sound species knowledge/plant identification skills and/or a strong interest to improving knowledge on plant species 	<ul style="list-style-type: none"> ▪ Work experience in a production nursery ▪ Understanding of reticulation systems
<p>*It is your responsibility to provide evidence of your training to HR and to notify HR when your training qualifications expire and require renewal.</p>	
Personal Qualities & Behavioural Traits	
<ul style="list-style-type: none"> ▪ Good time management and decision making ability. ▪ Good written and verbal communication skills. ▪ Proficiency with all works. ▪ Commitment to personal development. ▪ High level of professional presentation. ▪ Able to work in a team environment, responsive to direction. ▪ Punctual and prepared. ▪ Organised with attention to detail. ▪ Genuine interest and passion in native bushland management. 	

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Part 3 | Relationships & Acknowledgement

With	Relationship
Managing Director	Horticulturist will take direction from the Managing Director on an as needed basis. Horticulturist should not need to direct issues/questions to the Managing Director directly.
Nursery Manager	Horticulturists report directly to the Nursery Manager. The Nursery Manager provides formal feedback as required and as part of scheduled Performance Reviews (April & October). The Nursery Manager will provide direction and feedback on a daily basis in conjunction with the Nursery Assistant Manager in relation to all nursery activities
Nursery Assistant Manager	The Nursery Assistant Manager provides direction on priorities amongst production team members and tracks team productivity to ensure targets are met. The Nursery Assistant Manager provides direction on timing of planting requirements for projects so as to ensure the team has plants aside in time. Also provides regular feedback on how projects/orders are coming together.
Nursery Propagator	The Nursery Propagator provides direction in conjunction with the Nursery Assistant Manager in relation to upcoming/next season orders and production priorities based on germination results and timing. Horticulturists take direction from Nursery Propagator.
Programs Business Unit	No direct relationship.
Operations Business Unit Manager (OBUM)	No direct relationship.
Regional Field Operations Manager	Horticulturists will provide assistance and direction to Team Leaders on matters relating to plant supply for projects
Team Leaders	No direct relationship.
Field Supervisor	No direct relationship.
Field Crew	No direct relationship.
Consulting Business Unit	No relationship.

Employee Name _____

Employee Signature _____

Date _____

Manager Name _____

Manager Signature _____

Date _____

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Part 4 | Associated Documentation

The following documents are vital to understanding your role and Natural Area's occupational, health, safety, environment, quality and human resource policy and procedure. These documents are available in hard and soft copy (via the DropBox) at the Whiteman and Beelihar depots. You can email info@naturalarea.com.au to request electronic copies.

Document	Document Code
Your employment contract with Natural Area Holdings Pty Ltd.	
NAH Employment Offer and Information Manual	MAN-HRM-001
NAH Employee Induction Manual	MAN-QMS-004
NAH Environmental Management Plan	NAMP-EMS-001
NAH Occupational Health & Safety Management Plan	NAMP-OHS-001
NAH Quality Manual	MAN-QMS-006
Relevant Standard Operating Procedures	