

Detailed Position Description

PD-HRM-008 Horticulturist

Job title:	Horticulturist
Business Unit:	Nursery Operations
Reporting to:	Nursery Manager
Hours:	Ordinary hours are Monday to Friday between 6.00 am and 6.00 pm, specific hours are outlined in employment contract
Location:	Whiteman
Performance Reviewed:	Annually
Last update:	12/05/2021

Nursery Roles

There are six main roles in the nursery. The main role being Horticulturist with the other roles being more specific and stemming from this role. All nursery personnel will primarily operate under the Horticulturist Position Description and will be required to operate under the additional roles as required and directed by the Nursery Manager & Nursery Assistant manager. The nursery roles are:

1. Horticulturist
2. Propagation Coordinator
3. Production Coordinator
4. Plant Maintenance Coordinator
5. Tracking & Dispatch Coordinator.
6. Cuttings Coordinator

1. Horticulturist

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. This position requires a professional, reliable team player who is well organised, self-motivated, outcome orientated and has a keen interest in the propagation, production, dispatch and maintenance of native Australian flora. All responsibilities and tasks must be performed in accordance with NAH policies and procedures. Outlined below are the minimum standards required for the Horticulturist position, with additional duties for specific roles outlined further.

Responsibilities and Key Performance Indicators (KPIs)

Work Expectation	Key Performance Indicators
Responsibility 1: Uphold the missions, values and vision of Natural Area Holdings	
<ul style="list-style-type: none"> ▪ Meeting and exceeding NAH policies and procedures ▪ Using NAH general operational systems and contributing to the development of these systems ▪ Contributing to teamwork and team building in a positive environment ▪ Adhering to professionalism and NAH quality standards ▪ Showing a commitment to commercial efficiency ▪ Professional self-assessment and a commitment to self- development 	<ul style="list-style-type: none"> a) Zero documented performance improvement notices within the period. b) Zero reports of harassment or bullying in the workplace
Responsibility 2: Adhere to NAH and statutory requirements in relation to Occupational Health and Safety (OHS), quality management and environmental management	
<ul style="list-style-type: none"> ▪ Comply with NAH and site OHS requirements ▪ Report hazards and/or incidents in accordance with NAH procedures ▪ Understand and contribute to the development of NAH SOPs 	<ul style="list-style-type: none"> a) All non-conformances and/or incidents are reported according to NAH OHS/EMS/QMS standards



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Work Expectation	Key Performance Indicators
<ul style="list-style-type: none"> ▪ 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 (QMS) and contribute to its continuous improvement ▪ Implement the NAH environmental management system (EMS) and contribute to its continuous improvement ▪ Implement the NAH occupational health & safety management system (OHSMS) and contribute to its continuous improvement ▪ Report any non-conformance with the NAH QMS, EMS and or OHSMS, undertake corrective action as required 	<ul style="list-style-type: none"> b) Zero non-conformances for serious breaches of company policy c) At least two improvement suggestions forwarded to QA manager per annum
Responsibility 3: Nursery systems development	
<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 whilst not sacrificing on quality/customer service ▪ Regular contribution to the development of SOPs, operational procedures, record keeping, OJEs, educational literature, species information and similar 	<ul style="list-style-type: none"> a) Annual review and submission of notes to update one SOP used regularly in the work situation.
Responsibility 4: Train and assist other team members	
<ul style="list-style-type: none"> ▪ Offer assistance (as required) to fellow team members; be approachable and available ▪ Once capable, provide direction and instruction to new employees/work experience personnel. Contribute to their learning experience (not expected initially of summer staff when in the nursery). ▪ Undertake formal, scheduled training and assistance as directed by the Nursery Manager ▪ Actively refer to and use SOPs when completing training, or mentoring team members ▪ Convey expectations to team members for production and dispatch with quantitative and qualitative guides (e.g. for X species we anticipate a success yield of at least X% with a potting on rate of X/hr) ▪ Strong contribution to team targets ▪ Discuss succession planning with the Nursery Manager to ensure your role can be filled in your absence – not applicable for summer staff 	<ul style="list-style-type: none"> a) Provide input on staff performance in a timely manner when requested from management b) Alert management if any performance issues are noted so that they can be addressed
Responsibility 5: Undertake general nursery duties	
<ul style="list-style-type: none"> ▪ Exceptional plant and weed species identification. ▪ Undertake nursery duties in accordance with NGIA guidelines, NAH policy and procedures and as instructed ▪ Potting-on/up with consideration to species environmental and pH requirements ▪ 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 	<ul style="list-style-type: none"> a) Potting on rate to be acceptable for the species involved with a usual minimum of 160hr if filling your own pots and 190/hr if using pre-filled pots b) Potting on success yield, within 2 weeks of starting, to be in line with expectations for X species. Feedback to be provided by the Production Manager

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<ul style="list-style-type: none"> ▪ Ensure watering of the nursery is effective for maximum plant health, minimal water wastage; and minimal labour. You must know the wetter/dryer areas and place plants accordingly (not applicable to summer staff) ▪ Labelling of plants produced as per SOP. ▪ Plant placement in the nursery as directed by core nursery personnel. ▪ Work efficiently and productively within a team and in unsupervised environments to meet and/or exceed set production and grading targets in accordance with Standard Operating Procedures and NGIA accreditation guidelines ▪ Advise your production manager of any losses noted in the nursery ▪ Advise the relevant personnel if any pests or diseases are noted 	<ul style="list-style-type: none"> c) Potting on of salvage or division plants, to be at a rate acceptable for the species. A general guide is 60-80 plants/hr d) Grading rates to be acceptable for the order being graded with a usual minimum of 400 plants/hour
<p>Responsibility 6: Undertake specific nursery duties as instructed</p>	
<ul style="list-style-type: none"> ▪ Specific responsibilities will be allocated on an individual basis. 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 activities – Grading and dispatching orders accurately ▪ Undertake specific duties efficiently and accurately, following SOPs, with suggestions to be made to make procedures more efficient/feasible. Specific work standards will be discussed with the Nursery Manager and related to the allocated task as the need arises ▪ Maintaining a team-focus to ensure specific Nursery duties are completed when Team Member leave is taken 	<ul style="list-style-type: none"> a) Annual review and submission of notes to update one SOP used regularly in the work situation

2. Propagation Coordinator

The Propagation Coordinator is entirely responsible for producing the pre-determined amount of seedlings as per order and provenance requirements. Seed will need to be sourced from Natural Area's seedbank as per procedure. The seed is to be pre-treated and sown at the optimum time for that species in order to gain the best possible germination outcome.

Record keeping is essential in order for production to occur efficiently. Monitoring the success of germination is essential so that action can be taken in a timely manner to rectify germination results and make additions or amendments as required. The Propagation Coordinator is responsible for the welfare of all seed trays and seed domes whilst germination and early growth is in progress. In addition to the Horticulturist responsibilities, the work expectations of the Propagation Coordinator are outlined below.

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Responsibilities and Key Performance Indicators (KPIs)

Work Expectation	Key Performance Indicators
Responsibility 1: Propagate seed and co-ordinate cuttings propagation	
<ul style="list-style-type: none"> ▪ Collaborate with the Nursery Manager in deciding a pre-determined target number of species/provenances to produce ▪ Obtain the required seed using the correct requisition procedure or give your order to the Nursery Manager to place external orders in a timely manner. Pre-treat seed as required at the optimum time of year for best results. ▪ Sow seed in a timely manner taking production capabilities into consideration. ▪ Use experience to adjust sowing techniques. Some additional procedures or soil additives may be required ▪ Label all seed trays produced as per the correct procedure ▪ Organise direct sowing wherever possible ▪ Communicate with your propagation assistant in a clear and timely manner so propagation can continue seamlessly in your absence 	<ul style="list-style-type: none"> a) Balanced production program with no extended gaps in supply or overwhelming the Production Manager b) Keeping excess germinants as low as is practical
Responsibility 2: Monitor health of propagated seed trays	
<ul style="list-style-type: none"> ▪ Take care of the seed trays environmental requirements whilst the trays are in germination areas. ▪ Inspect trays up to 4 times a day as required ▪ Set reticulation times as required for optimal germination in the seed domes/growing areas ▪ Pass on information to the Production Co-ordinator as to any specific or requirements that some germinants may require when potting on ▪ Monitor the progress of all germinants and re-assess the method/seed used in the event of being unable to meet the desired outcome. Take further action as required in order that targets will be met 	<ul style="list-style-type: none"> a) Minimal losses of seedlings due to avoidable reticulation issues
Responsibility 3: Maintain records	
<ul style="list-style-type: none"> ▪ Seed treatments and optimum sowing times spreadsheet to be updated on an ongoing basis ▪ All trays sown are to be entered into the Production Spreadsheet (REG-HSEQ-027 Potting on record) as per the correct procedure 	<ul style="list-style-type: none"> a) Correct utilisation of Production Spreadsheet and Master Sowing Spreadsheet

2. Production Coordinator

The role of the Production Coordinator is to ensure production targets are met with quality plants whilst minimising wastage. To achieve this, effective team (people) management will be required. Additionally, all input resources required for production need to be available and reordered in a timely manner (i.e. pots, racks, soil, Seasol etc.).

Clear, concise and frequent communication with all team members is required. In consultation with the Nursery Manager, the Production Coordinator will be responsible for outlining production priorities to the production team. Critical to this role is the development of people management skills in order to encourage and motivate production team members to produce high numbers of quality plants. It is also critical to this role that the communication of plant numbers to both the Nursery Manager and Propagation Coordinator are made on a regular basis so that prompt action can be taken if production numbers are not nearing targets.

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Accurate record keeping is essential. The Production Coordinator will be responsible for recording the numbers of each species potted on in accordance with target numbers. Time-effective visual checks need to be performed. Furthermore, the Production Coordinator, in cooperation with the Nursery Manager, will be required to assess the actual 'live' plants potted (after 1-2 weeks) to ensure the survival rate is high enough (target is for < 10% average loss across all species) and target numbers are reached. The Production Coordinator has to focus on achieving high production outcomes through leading by example, and motivating production team members through sound management practice. In addition to the Horticulturist responsibilities, the work expectations of the Productions Coordinator are outlined below.

Responsibilities and Key Performance Indicators (KPIs)

Work Expectation	Key Performance Indicators
Responsibility 1: Coordination of nursery production	
<ul style="list-style-type: none"> ▪ Be aware of orders that need to be collected from cuttings. Collection of suitable material should be discussed with the Cuttings Co-ordinator ▪ Check seed domes for seedling trays ready to pot on. Liaise with team to decide on most appropriate technique to pot on species, or trial different potting on techniques and collate data ▪ Organise ready seedling trays daily and delegate potting on species priorities to Horticulturists. Provide direction for potting on technique specifics. ▪ Daily Record potting on numbers from each species in spreadsheet format (REG-HSEQ-Potting on Record) ▪ Actual potting-on assessment; 1-2 weeks post-potting for yield. Make notations on potting on technique success for future seasons. Follow up, providing feedback and guidance to production team in relation to quality/quantity of outcomes and personal performance ▪ Communicate yield plant numbers to Nursery Manager and Propagation Co-ordinator on a regular basis in relation to whether targets will be/are being met ▪ Be aware of 'client own seed' orders, ensuring precise labelling and recording of 'client own seed stock' ▪ Assist with plant placement within the nursery which best suits the species environmental requirements 	<ul style="list-style-type: none"> a) Correct utilisation of orders spreadsheet and completion of client order numbers b) Achieving weekly potting on targets c) Achieving hourly potting on target numbers personally d) Ensuring team members are also achieving minimum hourly rate e) Ensuring losses are < 10% f) All stock to be labelled correctly
Responsibility 2: Co-ordinate resources and adequate supplies for the nursery	
<ul style="list-style-type: none"> ▪ Order soil products and fertilisers and ensure stocks are maintained according to production targets ▪ Order pots and racks and ensure adequate stocks are maintained ▪ Identify build-to and minimal quantity levels for all consumables ▪ Ensure production is not compromised due to a lack of consumables but ensure excess consumables are not ordered ▪ Adhere to the NAH Purchasing Procedure and Supplier Selection procedure 	<ul style="list-style-type: none"> a) Maintain adequate supply of inputs without over ordering b) Monitor stock orders

4. Plant Maintenance Coordinator

The Plant Maintenance Coordinator manages all plant stock once produced (potted on) across the entire nursery, in order to produce stock of optimum quality and growth. Maintenance considerations include management of pests, diseases, nutrition and weeds as well as all aspects of water management. A pivotal part of the role is clear communication with the Production Coordinator and Dispatch Coordinator so that collaborative efforts are optimised in order to achieve common goals.

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The Plant Maintenance Coordinator is also responsible for managing and implementing the Natural Area Hygiene Protocols, which have been established to meet and exceed the requirements of Natural Area's NIASA accreditation. In addition to the Horticulturist responsibilities, the work expectations of the Plant Maintenance Coordinator are outlined below.

Responsibilities and Key Performance Indicators (KPIs)

Work Expectation	Key Performance Indicators
Responsibility 1: Implement correct hygiene protocols and ensure pests, weeds and diseases are managed and minimised	
<ul style="list-style-type: none"> ▪ Manage and implemented the nursery hygiene protocols to ensure NIASA accreditation is maintained and exceeded ▪ Manage footbaths at all entry points to the nursery ▪ Ensure correct storage of nursery stock (plants placed on pallets or black plastic as required) ▪ Manage the movement of old racks and pots ▪ Undertake weed control (stock and ground level weeds) according to the Strategic Nursery Management Plan ▪ Undertake pest and disease control according to the Strategic Nursery Management Plan ▪ Record weed, pest and disease control as per Natural Area's HSEQ management system and as outlined in the relevant Management Plans 	<ul style="list-style-type: none"> a) Correct entry of data into the Treatment Spreadsheet (REG-HSEQ-028 Pests and Diseases Treatment) b) Zero non-compliance recorded in yearly NGIA nursery audit
Responsibility 2: Ensure adequate watering regimes and supply	
<ul style="list-style-type: none"> ▪ Develop and adhere to the various nursery management plans ▪ Inspect, test and maintain nursery reticulation system and ensure the reticulation times are adequate and address season changes (excludes seed domes and propagation areas) ▪ Ensure water supply and quality are at optimum levels all year round and undertake monthly water testing to ensure it is. Record water testing results into REG-HSEQ-030 Nursery Water Management ▪ Nursery stock should be tagged and placed according to species specific water requirements (liaison with Dispatch Co-ordinator & Propagation Co-ordinator required) ▪ Record water use as per Natural Area's SOP 	<ul style="list-style-type: none"> a) Correct entry of results into REG-HSEQ-030 Nursery Water Management
Responsibility 3: Ensure appropriate nutrition regimes	
<ul style="list-style-type: none"> ▪ Appropriate usage of fertilisers and dressings for optimal plant health and growth ▪ Understand the pH requirements for each species so that soil amendments and dressings can be applied in a timely manner ▪ Ensure that the correct liquid fertiliser is used at the appropriate time of year - Power Feed for growth, Acadian for frost protection and Seasol for root development ▪ Be aware of the dispatch dates for any specific orders that have been potted up into larger sizes. These orders will often require extra additives to ensure advanced development ▪ Adhere to the Strategic Nursery Management Plan 	



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Work Expectation	Key Performance Indicators
Responsibility 4: Pest and disease control within the nursery	
<ul style="list-style-type: none"> ▪ Assess plants and identify any pests and diseases ▪ Undertake pest and disease control in line with the NAH OHS Management Plan, SDS and Standard Operating Procedures ▪ Record any treatments undertaken into the Treatment Spreadsheet (REG-HSEQ-028 Pests and Diseases Treatment) ▪ Research new pest and disease control methods ▪ Develop and adhere to various nursery management plans in regards to pest management 	<ul style="list-style-type: none"> a) Correct entry of data into the Treatment Spreadsheet (REG-HSEQ-028 Pests and Diseases Treatment)

5. Tracking and Dispatch Coordinator

The Dispatch Coordinator is responsible for ensuring that all plant orders dispatched to clients are complete and accurate, that plant stock is of the best possible quality, and that all administrative tasks associated with the sale and collection of plants are undertaken. This role includes coordinating the movement of plants throughout the nursery to ensure survival of stock and that specific client orders are of correct provenance (if applicable). The key to this role is monitoring growth of stock in relation to expected dispatch date and grading to ensure only the highest quality stock leaves the nursery. This is achieved through regular monitoring and monthly tracking of client orders. In addition to the Horticulturist responsibilities, the work expectations of the Dispatch Coordinator are outlined below.

Responsibilities and Key Performance Indicators (KPIs)

Work Expectation	Key Performance Indicators
Responsibility 1: Quality control of orders being dispatched	
<ul style="list-style-type: none"> ▪ Monitor the condition of plants which are scheduled for dispatch and communicate any issues to the Nursery Manager and/or Plant Maintenance Co-ordinator. ▪ Grade plant stock prior to dispatch to ensure only the highest quality stock is dispatched to the Client, which meets their specifications. ▪ Records of grading to be maintained including signed Grading Sheets and Plant Delivery Notes ▪ Dispatched stock to be adequately labelled as per client's requirements. ▪ Ensure numbers are correct and consistent with documentation 	<ul style="list-style-type: none"> a) Minimal client complaints throughout dispatch season b) Accuracy of PDN's and Grading sheets c) All orders to be correctly labelled
Responsibility 2: Maintain accurate client updates, PDN's and associated records	
<ul style="list-style-type: none"> ▪ Specific stock counts of each species to be completed as requested and adjustments/losses to be reported to the Production Co-ordinator and Nursery Manager ▪ Complete nursery stock counts to be conducted 2-3 times a year as discussed with the Nursery manager ▪ Monthly client tracking and updates to be conducted and submitted to clients as required via contract or otherwise from Nov-May ▪ Allocation of stock that is short across orders and substitutes for these shortages, to be completed prior to dispatch season commencing 	<ul style="list-style-type: none"> a) Accurate plant counts b) Accurate and timely client updates sent to Nursery manager for review each month

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Work Expectation	Key Performance Indicators
<ul style="list-style-type: none"> ▪ Grading sheets completed as required ▪ PDNs accurate and attached to every order ▪ Provide progress reports to Nursery Manager and clients as required 	
Responsibility 3: Movement of plant stock to maintain optimum growth	
<ul style="list-style-type: none"> ▪ Movement of young plants from the shade house to the appropriate pre-determined benches throughout the nursery ▪ Seek advice from the Plant Maintenance Co-ordinator as to where to place plants as per their environmental requirements and to minimise future maintenance ▪ All nurseries to be maintained in a clean, tidy and organised state ▪ Liaise with Plant Maintenance Co-ordinator as required to discuss watering and pest/disease control requirements 	<ul style="list-style-type: none"> a) Minimal losses through incorrect plant locating

6. Cuttings Coordinator

The role of the Cuttings Coordinator is to ensure production targets for cuttings are met with quality plants and wastage is minimised. To achieve this, effective material collection and management of the NACMS Seed Orchard will be required. Additionally, all input resources required for cuttings production need to be requested in a timely manner. This role also involves developing and researching techniques for propagation; planning, scheduling and implementing treatments in collaboration with the Propagation Coordinator.

Clear, concise and frequent communication is required with the Nursery Manager and the Propagation Coordinator who will be responsible for outlining cuttings production priorities. It is also critical to this role that the communication of plant numbers to both the Nursery Manager and Production Coordinator are made on a regular basis so that prompt action can be taken if production numbers are not nearing targets. Accurate record keeping is essential. The Cuttings Coordinator will be responsible for recording the numbers of each species potted up in accordance with target numbers. Time-effective visual checks of propagated stock need to be performed to monitor and control and issues.

Responsibilities and Key Performance Indicators (KPIs)

Work Expectation	Key Performance Indicators
Responsibility 1: Co-ordination of nursery cuttings production	
<ul style="list-style-type: none"> ▪ Be aware of orders that need to be collected from cuttings. Collection of suitable material should be discussed with the Propagation Co-ordinator; assist with material collection and abide by any licence or access requirements. ▪ Have knowledge of optimal material collection times for effective propagation from cuttings. ▪ Maintain and re-plant where necessary the nursery potted parent stock and seed orchard plants. ▪ Record potting on of cuttings numbers from each species in spreadsheet format (Daily totals entered on regular basis). ▪ Communicate yield plant numbers to Nursery Manager and Propagation Co-ordinator on regular basis in relation to whether targets will be/are being met. 	<ul style="list-style-type: none"> a) Accurately record cuttings method, plant numbers and losses in the Potting On spreadsheet. b) Correctly label and track, client owned and provenance specific cuttings c) Update cuttings spreadsheet regarding success or failure of techniques trialled on a daily basis. d) Correct utilisation of orders spreadsheet and completion of client order numbers.

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Work Expectation	Key Performance Indicators
<ul style="list-style-type: none"> ▪ Be aware of 'client own seed' orders, ensuring precise labelling and recording of 'client own seed stock'. ▪ Assist with plant placement within the nursery which best suits the species environmental requirements. ▪ Maintain the propagation area in a clean, tidy and safe way. ▪ Research and record methods, equipment and practices to optimise cuttings success. 	<ul style="list-style-type: none"> e) Achieving hourly cuttings target numbers (usually a minimum of 60/hr species dependent)
Responsibility 2: Train and work collaboratively with other team members and maintain consistency with designated reporting lines	
<ul style="list-style-type: none"> ▪ Provide direction and instruction to employees/work experience personnel. ▪ Develop constructive and cooperative working relationships. ▪ Provide training and support to team members to achieve their best results in all areas and contribute to their learning experiences. ▪ Be approachable, and available to assist in a timely manner with informal enquiries. ▪ Discuss succession planning with the Nursery Manager to ensure you role can be filled in your absence. 	<ul style="list-style-type: none"> a) Provide input on staff performance within a 24hr period when requested from management. b) Alert management if any performance issues are noted so that they can be addressed.
Responsibility 3: Nursery systems development	
<ul style="list-style-type: none"> ▪ Consider and suggest systems to the Nursery Manager in order to undertake activities in more efficient ways in relation to cuttings propagation. ▪ Contribute to the development of key policies, procedures, management plans, record keeping, operational manuals, training documentation, educational literature and similar as required. ▪ Assess your own achievements, challenges and general skills. Develop your skills as a Horticulturist. 	<ul style="list-style-type: none"> a) Suggesting at least 4 improvements to nursery systems per annum b) Attend at least one external training session/forum or conference per annum.

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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. 6. Pesticide Licence 7. Chainsaw licence 	<ol style="list-style-type: none"> 1. Year 12 graduation (or equivalent) 2. University Qualification (i.e. Bachelor of Science (Environmental, Conservation Biology, Botany, etc.)) 3. Snake handling 4. Forklift
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"> ▪ Understanding of reticulation ▪ Supervisory/management experience
<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 ▪ Good physical fitness ▪ Objective and consistent 	

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Relationships & Acknowledgement

Position Title	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.
General Manager	Horticulturist will take direction from the General Manager on an as needed basis. Horticulturist should not need to direct issues/questions to the General Manager directly.
Nursery Manager	Horticulturists report to the Nursery Manager. The Nursery Manager provides formal feedback as required and as part of scheduled Performance Reviews. The Nursery Manager will provide direction and feedback regularly in conjunction with other staff members in relation to all nursery activities
Nursery Assistant Manager	The Nursery Assistant Manager assists in providing direction on priorities amongst production team members and assists in tracking 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 Propagation Coordinator	The Nursery Propagator provides direction to the Nursery Production Manager in relation to upcoming/next season orders and production priorities based on germination results and timing.
Nursery Production Coordinator	The Nursery Production Manager is the primary person directing Horticulturists in day to day production activities during production season. They determine the allocation of staff to undertake the daily activities and are responsible for ensuring production targets are met.
Nursery Dispatch Coordinator	The Nursery dispatch manager will provide instruction on the grading of orders to go out to clients. This may be in conjunction with the Production Manager to ensure production targets are not affected if the dispatches occur in the production period.
Programs Business Unit	No direct relationship.
Regional Field Operations Manager	Horticulturists may take direction from the RFOM in conjunction with the Nursery Manager over their work location during the cross-over time at the end of spraying and production seasons.
Team Leaders	Horticulturists may communicate with Field Team Leaders on matters relating to plant supply for projects.
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 _____