



Detailed Position Description

PD-HRM-008 Horticulturist

Job title:	Horticulturist
Business Unit:	Nursery Operations
Reporting to:	Nursery Operations Manager
Hours:	Monday to Friday between 7.00 am and 3:30 pm
Location:	Natural Area Nursery (Whiteman)
Performance Reviewed:	Annually

Purpose of the Position

Horticulturalists work in the Natural Area production Nursery facility at Whiteman. The role is varied and includes all aspects of native plant production from propagation, production, maintenance and dispatch. The role requires sound botanical knowledge and a passion for WA native plants. Horticulturalists must be reliable team players, well organised, self-motivated, outcome orientated and professional with all aspects of their work. The general day-to-day tasks in the Nursery vary on a seasonal basis and Horticulturalists must be flexible and adaptable to work in this environment. Field based support will be scheduled as required, to support the wider Natural Area Team. The general cycle of tasks is:

January	Production
February	Production
March	Production
April	Production typically concludes, grading for dispatch begins
May	Dispatch (grading, plant maintenance ongoing)
June	Dispatch (grading, plant maintenance ongoing). Field support activities (chemical weed spraying).
July	Dispatch (grading, plant maintenance ongoing). Field support activities (chemical weed spraying)
August	Dispatch (end), full nursery ground spray, general tidy, old stock discarded, and nursery set up for new season. Production commences, especially for cuttings. Field support activities (chemical weed spraying)
September	Production of early species (by seed) plus salvage and division, cuttings. Field support activities (chemical weed spraying)
October	Production from salvage, division and cuttings. Field support activities (chemical weed spraying)
November	Production continues. Seed collection commences (Seed Collection Team, not nursery). Cuttings collection commences (Cuttings Coordinator),
December	Production continues, water regimes adjusted for summer

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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	
<ul style="list-style-type: none"> ▪ Meeting and exceeding NAH policies and procedures. ▪ Using NAH systems and contributing to their development. ▪ Contributing to teamwork and team building. ▪ Adhering to professionalism, uniform and NAH quality standards. ▪ Showing a commitment to commercial efficiency. 	<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. c) Adherence to employee development plan, agreed to with direct report.
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. ▪ Be responsible for yours and others safety at NAH operation depots, offices, nursery and works sites (duty of care). ▪ Understand safety requirements for herbicide use including appropriate PPE. ▪ 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"> a) All non-conformances and/or incidents are reported according to NAH OHS/EMS/QMS procedures. b) Zero non-conformances for serious breaches of company policy. a) At least two improvement suggestions forwarded to HSEQ manager per annum.
Responsibility 3: Undertake general nursery duties	
<ul style="list-style-type: none"> ▪ Be able to identify nursery plant and weed species. ▪ 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) to resolve plant health issues and for orders. ▪ Fertilising according to species nutritional and pH requirements. ▪ Weeding by hand and chemical treatments ▪ Ensure watering of the nursery is effective for maximum plant health, minimal water wastage, and minimal labour. ▪ 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 SOPs and NGIA accreditation guidelines. ▪ Advise Production Coordinator of any losses noted in the nursery. ▪ Advise the relevant personnel if any pests or diseases are noted 	<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 Coordinator. 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 b) Grading rates to be acceptable for the order being graded with a usual minimum of 400 plants/hour

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Work Expectation	Key Performance Indicators
Responsibility 4: Undertake plant deliveries	
<ul style="list-style-type: none"> ▪ Have knowledge of the delivery, including the species mix being delivered, client requirements, delivery address and client contact details. ▪ Carry out deliveries in the most efficient way possible, this includes predetermining the route and time schedule, communicating with Nursery Operations Manager and Clients if any delays are expected. ▪ Assist with unloading the delivery and ensuring plants are delivered in an acceptable way. ▪ Represent the company in the best possible way, this includes personal presentation and being able to identify marketing opportunities when liaising with clients. ▪ Take care of NAH property (vehicles) and report any vehicle maintenance requirements to management 	<ul style="list-style-type: none"> a) One marketing opportunity is identified on a weekly basis during dispatch season.
Responsibility 5: Nursery systems development	
<ul style="list-style-type: none"> ▪ Consider and suggest systems to the Nursery Operations Manager 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 other relevant industry documentation. 	<ul style="list-style-type: none"> a) Annual review and submission of notes to update one nursery SOP.
Responsibility 6: Train and assist other team members	
<ul style="list-style-type: none"> ▪ Help (as required) 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 Operations 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). ▪ Contribute positively to team targets 	<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 7: Perform field duties as outlined in PD-HRM-018 Environmental Field Technician	
<ul style="list-style-type: none"> ▪ As directed and as required, undertake the duties outlined in PD-HRM-018, including but not limited to: ▪ Undertake field duties in accordance with NAH Standard Operating Procedures (SOPs), industry standards and OHS requirements, including but not limited to: <ul style="list-style-type: none"> - weed control 	<ul style="list-style-type: none"> a) At least one photo per week posted in group Team chat b) Fill out training manuals on the day of works completed c) Complete relevant sections of training manuals by the end of the spray season

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Work Expectation	Key Performance Indicators
<ul style="list-style-type: none"> - erosion control - foreshore restoration - sand dune restoration - site clean-up - native landscaping - revegetation <ul style="list-style-type: none"> ▪ Seek out productivity targets from Env. Coordinators/Env. Team Leaders and aim to meet or exceed these targets. ▪ Understand herbicide mode of action. ▪ Ensure consistency in work output. 	<ul style="list-style-type: none"> d) Shape files and track logs are completed accurately and submitted to the Programs office at the end of every day (where applicable to Client works).



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Part 2 | Qualifications, Training and Personal Qualities

Essential	Desirable
Academic & Trades Qualifications	
<ol style="list-style-type: none"> 1. WA pesticide licence 2. WA motor vehicle licence 3. First aid 4. Police clearance 5. White Card - Construction training induction 6. Year 10 completion (or equivalent) and/or TAFE certificate (Horticulture, Conservation etc.) 	<ol style="list-style-type: none"> 1. Year 12 graduation (or equivalent) 2. Completed, relevant TAFE or University studies in relevant environmental field (i.e. Cert III Conservation & Land Management/Conservation & Ecosystems Management/Horticulture or Bachelor Degree in science/environmental science/environmental management/conservation & wildlife biology 3. Snake handling 4. WA Manual Driver's Licence 5. Chainsaw Certification 6. High Risk Work Licence (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. ▪ 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. ▪ Computer proficiency- MS Word, Outlook, Excel with a minimum typing speed of 40 WPM.
Personal Qualities & Behavioural Traits	
<ul style="list-style-type: none"> ▪ Good time management and decision-making ability ▪ Good physical fitness ▪ Good written and verbal communication skills ▪ Proficiency and flexible 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 ▪ Objective and consistent 	

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Part 3 | Relationships & Acknowledgement

Reporting Line Relationships	
Nursery Operations Manager	Horticulturists report to the Nursery Operations Manager. The Nursery Operations Manager provides formal feedback as required and as part of scheduled Performance Reviews. The Nursery Operations Manager will provide work direction and feedback regularly in conjunction with other staff members in relation to all nursery activities.
Nursery Coordinator	Horticulturists report to the Nursery Coordinator when the Nursery Operations Manager is unavailable, or as directed by the Nursery Operations Manager. Horticulturists work collaboratively with the Nursery Coordinator and receive training and feedback on work performance from them.
General Relationships	
Nursery Team Leader	Horticulturists work collaboratively with the Nursery Team Leader and receive training and feedback on work performance from them.
Snr Horticulturist	Horticulturists work collaboratively with the Senior Horticulturists and receive training and feedback on work performance from them.
Managing Director/Company Director	Horticulturists will take direction from the Managing Director/Company Director on an as needed basis. Horticulturist should not need to direct issues/questions to the Managing Director directly.
HR Manager/HR Coordinator	Horticulturists will liaise with the HR Manager/HR Coordinator on matters relating to HR including training records. If the Nursery Operations Manager is unable to assist with issues which could/are affecting works such as personal issues or workplace harassment, then the HR Manager/HR Coordinator should be approached.
Chief Operating Officer	Horticulturists will take direction from the COO on an as needed basis. If the Nursery Operations Manager is unable to assist with issues which could/are affecting works such as personal issues or workplace harassment then the COO should be approached.
Field Operations Manager	Horticulturists may take direction from the Field Operations Managers in conjunction with the Nursery Operations Manager over their work location during the cross-over time at the end of spraying and production seasons.
Health & Safety Reps (HSR)	Horticulturists can discuss and report any Health & Safety issues to the HSR.
Health, Safety, Environment & Quality Manager (HSEQ)	Horticulturists can discuss any issues with the Natural Area OHS, EMS or QMS (certified management systems) with the HSEQ Manager.
Env. Coordinators/ Env. Team Leaders	Horticulturists work collaboratively with the Environmental Coordinators and Environmental Team Leaders. Environmental Coordinator and Team Leaders will provide Horticulturists with work direction, training where required and workplace behavioural feedback under the management of the Field Operations Manager.
Env. Field Technicians	Work collaboratively as and when required.
Business Integration & Contracts BU & Manager	
General Manager – Field Operations	
Projects BU & Managers	No direct relationship
Vertebrate Pest BU & Manager	
Consulting BU & Manager	



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Employee Name _____

Employee Signature _____

Date _____

Employer Representative _____

Employer Representative Signature _____

Date _____

Document Title	PD-HRM-008 Horticulturist				
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Draft/Version No.	Date	Changes	Prepared by	Approved by	Status
V1	30/05/2022	review	KC	BC	Superseded
V2	02/02/2024	review	KC	DS	Released

Employee Initials
