

Job Description Form

1. Position Details

Position Title Trainee Horticulturist (Certificate II or III)			Position Number BGPA96000262
Level/Grade ES1/ES2	Specified Calling Level	Agreement BGPA (Operations) General Agreement 2018	Effective Date September 2018
Division Botanic Gardens and Parks Authority		Branch Horticulture and Conservation	
Section Horticulture		Location Kings Park and Botanic Garden	

2. Reporting Relationships

Responsible to

Position Title Curator Nursery	Level/Grade PSGOGA Level 5
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Responsible to

This position



Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Nil	Nil	Nil

Other offices reporting directly to this office

Position title	Level/Grade
Horticulturist – Nursery x 6	BGPAGA Level 3.-4
Total Trainees x 11	ES1-3

3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

Learning horticultural and associated activities whilst assisting other staff to implement the operational plan as part of a team.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

Duties will be performed under general supervision.

In addition, the position reports on a day to day basis to the relevant area supervisor according to rostered placements during the traineeship.

1. Assist with general park and grounds improvements including garden bed maintenance, lawn mowing, rubbish collection, irrigation and hard landscaping tasks.
2. Assist in maintenance and improvement of plant collections in the grounds, in glasshouses and pots for public display and education.
3. Assist in propagation and production of plant collections.
4. Assist in processes associated with achieving optimum plant growth and health.
5. Assist with record keeping, and taking and preparing herbarium specimens.
6. Attend and complete requirements of approved registered training organisation.
7. Assist other staff and work with a range of operational teams within the Directorate as required.
8. Assist with preparation for various events, which are undertaken within Kings Park.
9. Use and maintenance of horticultural equipment and machinery as required, after completing required training.
10. Assist with team development and other general duties associated in Horticulture.

Other

1. Participates in the Performance Enhancement and Training program.
2. Operates in accordance with departmental policies and relevant legislation including Occupational Health Safety and Equal Employment Opportunity.
3. Undertakes other duties as directed.

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5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.

Applicants should address the following 5 criteria. These should be addressed in no more than 2-3 pages in total.

1. Successful completion of Year 10.
2. Demonstrated good written and oral communication skills.
3. Demonstrated interest in and knowledge of horticulture (provide details in your application of any practical experience you have done through school, as a volunteer, on weekends, etc).
4. Strong work ethic with a willingness and ability to perform physical work year round in an outdoor team environment.
5. Knowledge of and enthusiasm for the Western Australian flora.

The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:

Values

In all of our work we will act with the highest *Integrity* and be *Open, Accountable, Creative, Responsive, Innovative, Outcome-focused* and *Collaborative*. For the purposes of this recruitment process, behaviour that reflects the values indicated below (as **Essential** and/or **Desirable**) are included as selection criteria for this position.

Essential:

Integrity, Equity, Respect and Collaborative.

Desirable:

Open, Accountable, Creative, Responsive, Innovative, Outcome-focused.

Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.

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6. Other

Position Status Does the position form part of the permanent structure?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Trainee)		
Full Time Equivalent (FTE) Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week i.e. 60% of full time hours.	1 FTE		
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input checked="" type="checkbox"/> Other - Please specify below: <ul style="list-style-type: none"> • 8 hours per week allocated for study in BGPA approved horticulture course. • Pre-employment medical required • Must wear uniform as provided 	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.			
Working With Children Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to https://workingwithchildren.wa.gov.au/about/categories-of-child-related-work for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a National Police Certificate . For more information refer to the department's guidelines on National Police checks .	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	
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7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date: