

# Job Description Form

## 1. Position Details

|   |                                |  |   |
|---|--------------------------------|--|---|
| <b>Position Title</b><br>Trainee Horticulturist (Arboriculture) |                                |  | <b>Position Number</b><br>BGPA96000081  |
| <b>Level/Grade</b><br>ES1/ES2                                   | <b>Specified Calling Level</b> | <b>Agreement</b><br>BGPA (Operations) General Agreement 2018 | <b>Effective Date</b><br>September 2018 |
| <b>Division</b><br>Botanic Gardens and Parks Authority          |                                | <b>Branch</b><br>Horticulture and Conservation               |   |
| <b>Section</b><br>Horticulture                                  |                                | <b>Location</b><br>Kings Park and Botanic Garden             |   |

## 2. Reporting Relationships

### Responsible to

|  |   |
|--|---|
| <b>Position Title</b><br>Curator Arboriculture | <b>Level/Grade</b><br>PSGOGA<br>Level 5 |
|--|---|



### 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       |
|----------------|-------------------|
| Arborist x 2   | BGPAGA<br>Level 4 |

## 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 Arboricultural, 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 BGPA Arborist and others in the maintenance of trees/vegetation throughout Kings Park and Botanic Garden and Bold Park, including grounds improvements, garden bed maintenance, rubbish collection, irrigation, planting and hard landscaping tasks.
2. Undertake "in house" training in all aspects of safe tree climbing and remedial tree surgery works.
3. Attend and complete the requirements of approved registered training organisation.
4. Assist in processes associated with achieving optimum tree health and aesthetic form.
5. Assist with record keeping, team development and other general duties associated with the Arboriculture team.
6. Assist staff and work with other operational teams within the Directorate as required.
7. Assist with preparation for various events, which are undertaken within Kings Park.
8. Use and maintenance of Arboricultural/Horticultural equipment and machinery as required, after completing required training.

#### 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 and arboriculture (provide details in your application of all work experience you may have done through school, on weekends, holidays 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, Respectful, Equitable, 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

|   |   |  |  |
|---|---|--|--|
| <b>Position Status</b><br>Does the position form part of the permanent structure?   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Trainee) |  |  |
| <b>Full Time Equivalent (FTE)</b><br>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   |  |  |
| <b>Allowances and Special Conditions</b><br>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:<br><ul style="list-style-type: none"> <li>• 8 hours per week allocated for study in BGPA approved horticulture – arboriculture course at RTO.</li> <li>• Pre-employment medical required</li> <li>• Must wear uniform as provided</li> </ul> |  |
| <b>Specialised Equipment Operated</b><br>Specify type of equipment e.g. 4WD.  |   |  |  |
| <b>Working With Children</b><br>Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to <a href="https://workingwithchildren.wa.gov.au/about/categories-of-child-related-work">https://workingwithchildren.wa.gov.au/about/categories-of-child-related-work</a> 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           |  |  |
| <b>National Police Check</b><br>Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a <a href="#">National Police Certificate</a> . For more information refer to the department's guidelines on <a href="#">National Police checks</a> .   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No           |  |  |

|   |  |
|---|--|
| <b>PEOPLE SERVICES BRANCH USE ONLY</b><br>ANZSCO Code |  |
|---|--|

## 7. Certification

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

| Branch/Division Head | Director General  |
|----------------------|-------------------|
| <b>Signature:</b>    | <b>Signature:</b> |
| <b>Date:</b>         | <b>Date:</b>      |