

Job Description Form

1. Position Details

Position Title Trainee Horticulturist (Arboriculture)			Position Number BGPA96000081
Level/Grade ST1-ST3	Specified Calling Level	Agreement BGPA (Operations) General Agreement 2020	Effective Date 5 October 2021
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 Arboriculture	Level/Grade PSGOGA Level 5
--	---



Responsible to

This position



Officers under *direct* responsibility

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

Other offices reporting directly to this office

Position title Assistant Curator Arboriculture	Level/Grade PSGOGA Level 3
Arborist x 1	EW4.1

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.

Position Title Trainee Horticulturist (Arboriculture)			
Position No. BGPA96000081	Level/Grade ST1-ST3	Specified Calling Level	Effective Date 5 October 2021

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 Arboriculture team 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 Professional Development and Planning (PDP) 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.

Position Title Trainee Horticulturist (Arboriculture)			
Position No. BGPA96000081	Level/Grade ST1-ST3	Specified Calling Level	Effective Date 5 October 2021

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.

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.

Position Title Trainee Horticulturist (Arboriculture)			
Position No. BGPA96000081	Level/Grade ST1-ST3	Specified Calling Level	Effective Date 5 October 2021

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 – arboriculture course at RTO. • 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	362211
---	--------

7. Certification

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

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