

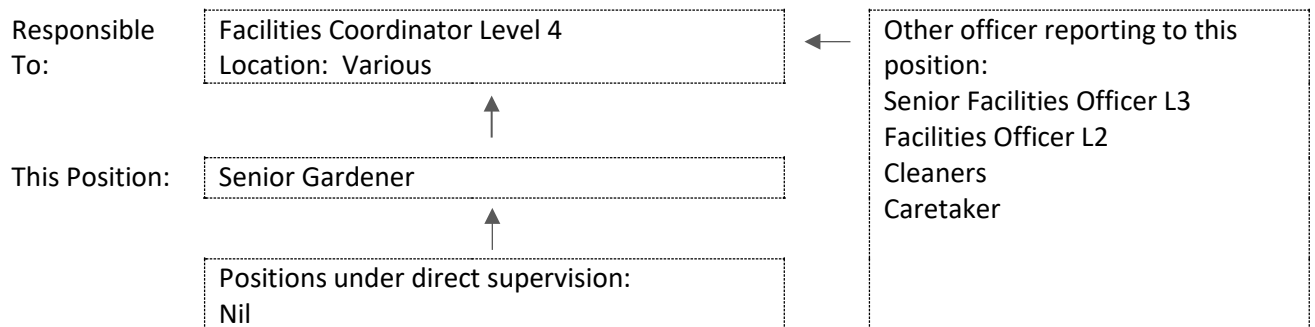


Senior Gardener

Position Details

Position Number: Various
Classification: Gardener Level 4
Award/Agreement: Government Services (Miscellaneous) General Agreement 2022
Cleaners and Caretakers (Government) Award 1975
Directorate: Corporate Services
Location: Karratha, Pundulmurra or Broome Campus

Reporting Relationships



Our Purpose

North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and to enable resilient communities.

All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA as well as enabling job training pathways to local communities, some of which include the most vulnerable people in our region.

Our Values

The minimum standards reflecting in the NR TAFE Code of Conduct, Values and the Public Sector Commission Code of Ethics are required to be demonstrated by all employees in their day to day activities.

NR TAFE is committed to an inclusive, high performance culture that places the needs of the students and the public at the centre of all that we do.





Position Overview

The Senior Gardener is in charge of maintaining the appearance of gardens, grassed areas and horticultural teaching compound at the campus, student and staff accommodation and supports gardening operations at other nearby campuses. This includes maintaining garden beds, weeding, mowing grassed areas, maintaining reticulation and checking watering schedules facilitating the purchase of plants and gardening consumables and providing support to the local Facilities team to coordinate on site contractors.

Position Responsibilities

Gardening Services:

- Under direction from the Facilities Coordinator, establishes schedules and undertake routine gardening duties to a high standard, including but not limited to weeding, pruning, removal leaves and debris, mowing grassed areas, fertilising, planting plants and pest control at the campus, student accommodation and horticulture teaching compound.
- Identifies and undertakes routine and reactive maintenance to reticulation systems located on North Regional TAFE premises, including student and staff accommodation and other campuses when required.
- Undertakes maintenance of gardening equipment, coordinating repairs with approved contractors when required.
- Identifies issues and provides specialist advice on improvements to the standard of garden care across the campuses and student accommodation, including undertaking rectification works including but not limited to replanting, lawn irrigation and top dressing.
- Supports the Facilities Coordinator with monitoring and ordering gardening consumables and maintaining stock security.
- Identifies and implementing improvements in college gardening processes, including waterwise and sustainable practices.
- Provides supervision and coordinates the activities of workers performing gardening duties on College property, including contractors and trainees.
- Carry out other duties as required.

WHS Services:

- Routine gardening duties are to be undertaken in a safe and responsible manner according to Occupational Safety and Health requirements and conduct risk assessments when required.
- Participates in the maintenance of a safe and accessible environment for staff and students, including grassed areas, access ways and horticulture teaching areas.

Selection Criteria

Essential Criteria

1. Experience in maintaining gardens in a large establishment and across multiple sites.
2. Expertise in identifying issues in garden cares and undertaking rectification work with positive results.
3. Proven ability to read, prioritise and apply safety principles to gardening.
4. Physically capable to undertake the duties of the position including manual handling.
5. Demonstrated knowledge of manual handling principles and techniques and ability to perform manual handling activities.



Other Requirements

- Ability to travel to all campuses of the college as required.

Appointment Factors

Location: North Regional TAFE Campus Karratha Campus

Accommodation: Not applicable

Allowances: As per Award.

Travel: Travel to and work at other campuses or sites will be required as the need arises.

Special Conditions

National Police History Check:

All new staff being appointed to North Regional TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education and Training

Working With Children Check (WWC):

All new staff appointed to North Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

Current WA 'C' Class Driver's Licence

All new staff being appointed to North Regional TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.


Prescribed Legislation and Regulation

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

Public Sector Management Act (1994) and Regulations
Vocational Education and Training Act (1996)
Public Sector Code of Ethics
North Regional TAFE's Code of Conduct
Equal Opportunity Act (1984)
Occupational Safety and Health Act (1984)
Internet Terms and Conditions of Use
Employee Software and Compliance Statement
North Regional TAFE policies and procedures

CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Employee		A/Managing Director	
Name:		Name:	Nerida Kickett
Signature		Signature	
Date:		Date:	8 February 2023