

## POSITION DESCRIPTION

### HEAD GROWER – WESTWOOD NURSERY

#### **OVERVIEW**

The Head Grower is a member of the Tree Scheme and Nursery program and is based at the Westwood Nursery. This role is responsible for propagation of high quality native seedlings to order. It also supports Tree Scheme and Nursery events, held for supporters and the general public throughout the year.

#### **CLASSIFICATION LEVEL**

Nursery Award 2010 – Level 5.

This position may be offered under an individual flexibility agreement at TFL Classification Level Specialist Level 1.

#### **SPECIFIC FUNCTIONS**

1. Deliver the schedule of native seedling propagation to meet project and client specifications, ensuring both quality and quantity targets are met.
2. Monitor water management, weed control, fertilisation, insect and disease issues, hygiene protocols and overall plant growth, health and appearance.
3. Implement plant care, maintenance and storage operations in line with industry best practice; employ quality control measures at all locations where nursery operations take place.
4. Apply and manage the application of herbicides and growth materials as required for maintaining plant health.
5. Ensure quality plants are properly organised and ready for collection/delivery.
6. Maximise output and quality of goods and services through implementation of continuous improvement principles.
7. Record keeping, data entry and stock control associated with Tree Scheme and Nursery propagation and stock sale and distribution.
8. Document native seedling propagation and plant care practices.
9. Support plant sales and promotions; attend events as required; assist with management of any event held at Westwood Nursery.
10. Assist with maintenance of the nursery facility, grounds and equipment.
11. Manage WHS hazards at all locations where nursery operations take place.
12. Respond to enquiries and provide technical, specialised advice to clients, general public, staff and volunteers as requested.

#### **SPECIAL CONDITIONS**

1. Employment offer is conditional on satisfactory pre-employment medical examination.
2. Ability to drive a 1 tonne vehicle with trailer is essential.

#### **GENERAL DUTIES**

1. Comply with all Trees For Life policies and procedures.
2. Welcome visitors to Trees For Life locations and events.
3. Contribute to a safe, friendly and productive work environment.

#### **REPORTING RESPONSIBILITIES**

1. The position reports to the Operations Manager, Tree Scheme and Nursery.
2. No staff report to this position but is will be assisted by the Nursery Assistant as required.
3. The position is also responsible for managing volunteers.

## PERSON SPECIFICATION

### HEAD GROWER – WESTWOOD NURSERY

#### **SKILLS & ABILITIES**

1. Demonstrated skill in native plant propagation using advanced and best practice techniques.
2. Ability to organise propagation schedules; giving consideration to contractual obligations, seasonal conditions and timing of seed and plant supply.
3. Good interpersonal skills and the ability to converse with team members, volunteers, clients and members of the public.
4. Proven organisational skills and the ability to work under pressure to meet deadlines.
5. High level of efficiency and an ability to work with minimal guidance.
6. Ability to multi-task in a complex and diverse environment.
7. Ability to implement process and system improvements within the parameters of the role.
8. Skills and confidence working with Microsoft Office and custom databases.

#### **KNOWLEDGE & EXPERIENCE**

1. Previous experience in a similar role.
2. Significant experience in native plant propagation, irrigation and care.
3. Sound knowledge of nursery hygiene standards, plant diseases and common nursery problems and remedies.
4. Chemical handling training (essential) and certification (desirable).
5. Experience managing volunteers.
6. Experience monitoring processes, materials and the operating environment to manage quality outputs and identify where improvements can be made.
7. An understanding of the NIASA Best Practice Guidelines and legislative compliance matters applying to nursery management.
8. Good WHS knowledge and a commitment to exemplary safety standards.
9. A current C Class licence (essential) and experience driving a manual vehicle (desirable).
10. Relevant qualifications in horticulture or a related discipline (desirable).

#### **PERSONAL ATTRIBUTES**

1. Practical, organised and a systems thinker.
2. Flexibility and a willingness to take on new challenges.
3. A positive attitude.
4. Physically fit to a level enabling safe completion of the duties.
5. Strong team player within a diverse environment.
6. Personal commitment to environmental protection.

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Approved by: Natasha Davis CEO

Signed:

Date:

Accepted by:

Signed:

Date:

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