



## NATIONAL TRUST OF AUSTRALIA (NSW) POSITION DESCRIPTION

<b>Role:</b>	Garden Labourer (Part time – 27 hours/week)
<b>Department:</b>	Commercial
<b>Primary Location:</b>	Retford Park (RP), Bowral and Golden Vale (GV), Sutton Forrest
<b>Direct Manager:</b>	Head Gardener (RP) and Gardener/ Events Assistant (GV)
<b>Direct Reports:</b>	Nil
<b>Hours of work:</b>	27 hrs per week (19 hrs at RP and 8 hrs at GV)

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### Organisation Overview

The National Trust of Australia (New South Wales) is Australia's leading heritage conservation organisation, a not-for-profit, community based charity in operation for more than 75 years. Our vision is to bring the heritage of New South Wales to life for future generations through advocating for the conservation and protection of our built, cultural and natural heritage.

Retford Park is a property of the National Trust of Australia (NSW) with great heritage significance as its European history extends back to grants of land promised to Edward Riley senior by Governor Macquarie in 1821. Set in rolling green hills behind Bowral, Retford Park is a grand Italianate style residence with extensive formal gardens.

Golden Vale Homestead is a grand sandstone home set in English style gardens, located at Sutton Forrest in the Southern Highlands. Established as a rural homestead, the 212 acres include stables and a woolshed. Its European history extends back to 1798 when explorer John Price described the view from Mount Ginginbullen as the 'finest in the world'.

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### Primary Purpose

Retford Park - assist in the maintenance of the garden including weeding, mowing, pruning and rubbish removal, and general maintenance of property as instructed by the Head Gardener.

Golden Vale – assist in the maintenance of the grounds including weeding, mowing, pruning, rubbish removal, general handy person work and general property maintenance including minor house repairs and cleaning of amenities.

They will also work closely with their managers at both properties and may be required to liaise with garden volunteers and assist with set up and bump out of weekend activities as required.

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### Key Accountabilities

The position holder has responsibility for general garden and property maintenance duties consisting of:

- Operating machinery used in garden work (eg mowers, brush cutters, blowers) in a safe manner in accordance with WH&S Policy.

- Ensuring all paths are clear & free from debris as required.
- Undertake weeding, mulching, pruning, soil preparation, plantings, and ensure that plants are properly watered.
- Undertake tool and equipment maintenance as instructed or required
- Maintaining hedges and topiary
- Assisting with propagation of plant material for use throughout gardens.
- Assist with rubbish removal to local refuse facilities as required.
- Maintenance to buildings and infrastructure such as assisting with path and gutter cleaning, keeping stormwater drains and pits clear, irrigation equipment, pool / pond cleaning & pressure cleaning of hard-surfaces and similar duties.
- Ensuring that all persons within the Garden adhere to the Worksafe Policies & Procedures required to ensure the personal safety of all workers, volunteers, staff and visitors to the Gardens.
- Ensuring that storage/utility areas are kept tidy and secure and that all locks are maintained in good working order.
- Ensuring that programmed garden maintenance is carried out as per instructions.
- Reporting any hazards or WH&S issues to Direct Manager
- Manual handling in accordance with OH&S guidelines
- Liaising with public in a polite & courteous manner as a representative of the National Trust of Australia (NSW)
- Assisting Property Direct Manager with set up for functions and events and during events as required.

#### ***Retford Park***

- Assisting Head Gardener with landscaping works as required
- Maintain the gardens using sustainable practices wherever possible, including using organic fertilisers and organic pest/disease control measures

#### ***Golden Vale***

- Regular mowing of grounds and maintaining the homestead garden as directed by the Gardener/ Events Assistant
- Carrying out minor *property* maintenance tasks as instructed by the Gardener/ Events Coordinator
- Carrying out pest control as directed by the Gardener/ Events Coordinator-

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#### **Key Challenges**

- The position requires the use of a wide range of equipment including farm tractor, ride-on mowers, push mowers, whipper snipper, hedge clippers, chainsaw, gardening implements and power and hand tools. Appropriate training and qualification in the use of this equipment will need to be demonstrated.
- It is also a challenge to prioritise disparate tasks with limited resources and maintain efficient communications between colleagues

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#### **Key Performance Indicators (KPIs)**

- Performance of all tasks in a timely manner and to the standards set by the Head Gardener and, or Gardener/ Events Assistant
- Positive feedback from Managers on work undertaken and attitude.
- Punctuality and general presentation.

- Maintain high levels of personal enthusiasm, commitment to and involvement in the work of the Trust, including engagement in weekend and evening activities, as negotiated.

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## **Qualifications and Skills**

### **Knowledge of:**

- Plants and appropriate treatment of plants.
- Pruning methods.
- The use of pesticides (and natural alternatives to pesticides) in accordance with Work Cover safe working procedures.
- The use of garden machinery and tools and necessary safety requirements associated with their use.
- Commencement in or completion of a certificate, or equivalent, in horticulture or similar qualification.
- Class C driver's license and a willingness to travel to the National Trust Centre on occasion
- Current NSW Working with Children Check number (WWCC)

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## **Key Result**

### **Resilience and Courage**

- Be open, honest and respectful in dealing with all stakeholders
- Remain calm under pressure and in challenging situations

### **Act with Integrity**

- Represent the organisation in an honest, ethical and professional way and encourage others to do so
- Act to prevent and report misconduct, illegal and inappropriate behaviour

### **Communicate Effectively**

- Communicate concisely and clearly with all stakeholders and maintain the goodwill of volunteers and the broader community

### **Work Collaboratively**

- Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions
- Build a shared sense of direction, clarify priorities and goals and inspire others to achieve them

### **Commitment to Customer Service**

- Provide efficient customer focused services to staff and volunteers consistent with organisational values and objectives

### **Deliver Results**

- Complete work tasks to agreed budgets, timeframes with a commitment to quality outcomes

### **Think and Solve Problems**

- Think, analyse and consider the broader context to develop practical solutions

### **Project Management**

- Delivery of educational and public programming at the properties as required

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*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. Following consultation, the aspects mentioned above may be altered in accordance with the changing requirements of the role.*

**Approval Date:** June 2022