



NATIONAL TRUST OF AUSTRALIA (NSW) POSITION DESCRIPTION

Role:	Gardener (full time)
Department:	Commercial
Primary Location:	Retford Park, Bowral
Direct Manager:	Head Gardener
Direct Reports:	Nil
Hours of work:	37.5 per week

Organisation Overview

The National Trust of Australia (New South Wales) is the State's largest community based conservation organisation. It operates a number of important museums and historic properties while also looking after a large collection of objects and archaeological artefacts.

The Trust is established and its role defined by the *National Trust of Australia (New South Wales) Act 1990*. The Trust is committed to providing educational and cultural services that will enhance public knowledge and enjoyment of these resources.

Vision: To be trusted as a leading guardian of Australia's built, cultural and natural heritage, and defender of our sense of place and belonging in a changing world.

Mission: **Advocate** for the conservation of our built, cultural and natural heritage by engaging with the community and government.
Conserve and protect our built, cultural and natural heritage by example, advice and support.
Educate and engage the community by telling our stories in ways that awaken a sense of place and belonging.

Primary Purpose

Assist in the maintenance of the garden at Retford Park including weeding, mowing, pruning and general maintenance of property as instructed by the Head Gardener and/or Property Manager, Retford Park.

Key Accountabilities

The position holder has responsibility for general garden and property maintenance duties, including but not limited to:

- Maintaining the gardens and grounds with a professional and caring approach and working closely with the head gardener, garden labourer and volunteers
- Undertake weeding, mulching, pruning, soil preparation, plantings, and ensure that plants are properly watered.
- Operating machinery used in garden work (eg ride-on mowers, buggies, tractors, brush cutters, blowers and hedgers) in a safe manner in accordance with WH&S Policy.
- Ensuring all paths are clear & free from debris as required.
- Maintain hedges and topiary.
- Tool and equipment maintenance as instructed.

- Maintenance to infrastructure such as clearing path gutters, , keeping stormwater drains and pits clear, cleaning irrigation equipment, cleaning pond/fountains and pressure cleaning of hard-surfaces
- Operating chainsaws as required (assuming chainsaw operation certification).
- Ensuring that programmed garden maintenance is carried out as per instructions.
- Ensuring that programmed machinery checks are carried out as per instructions
- Assisting with and conducting garden tours as required.
- Assisting with propagation of plant material for use throughout gardens.
- Manual handling in accordance with Workplace Health & Safety guidelines.
- Reporting any hazards or Workplace Health and Safety issues to Head Gardener &/or Property Manager.
- Liaising with staff, volunteers and the public in a polite and courteous manner as a representative of the National Trust of Australia (NSW)
- Adhering to the Workplace Health and Safety Policies & Procedures required to ensure the personal safety of all workers, volunteers, staff and visitors to the property.
- Ensuring that storage/utility areas are kept secure and that all locks are maintained in good working order.
- Maintaining high levels of personal enthusiasm, commitment to and involvement in the work of the Trust, including engagement in occasional weekend and evening activities, as negotiated.
- Showing initiative and being able to work both independently and as part of a team

Key Performance Indicators (KPIs)

- Tasks performed in a timely manner and to the highest possible standards
- Presentation of the gardens and grounds kept to the highest possible standards
- Preservation of the heritage values of the grounds, house and collection
- Positive feedback from Head Gardener on work undertaken and attitude.
- Punctuality and high standard of personal presentation.
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- Promotion and maintenance of a strong team ethic at Retford Park

Essential qualifications:

- Certificate 3, or above, in Horticulture or similar qualification.
- Minimum 5 years of relevant horticultural experience
- Current NSW Class C driver's license
- Working with Children Check (WWCC)

Essential knowledge and skills:

- Plants and appropriate treatment of plants.
- Pruning methods.
- Irrigation systems
- 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.
- Understanding of management principles of historic gardens, especially cool climate gardens
- Computer literacy

- An understanding of, and commitment to, the aims, objectives and workplace values of the National Trust (NSW)

You must have the right to live and work in Australia to apply for this job.

Key Workplace Values

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

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: March 2023