



## NATIONAL TRUST OF AUSTRALIA (NSW) POSITION DESCRIPTION

<b>Role:</b>	Head Gardener
<b>Department:</b>	Commercial
<b>Primary Location:</b>	Retford Park, Bowral
<b>Direct Manager:</b>	Property Manager, Retford Park
<b>Direct Reports:</b>	1 F/T Gardener and 1 P/T Gardener
<b>Hours of work:</b>	38 per week

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### 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 bring the heritage of New South Wales to life for future generations.
- Mission:** **Advocate** for the conservation of our built, cultural and natural heritage by engaging with the community and government.  
**Identify, 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.

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### Primary Purpose

The Head Gardener, Retford Park, is responsible for undertaking and managing the maintenance, restoration and conservation of the grounds and garden at Retford Park according to the Conservation Plan and ensuring a high level of presentation and public safety.

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### Direction/Supervision

- The Head Gardener, Retford Park works under the direction of and reports to the Property Manager, Retford Park. They will report regularly to the Manager in regard to their seasonal work program and any other issues relating to the garden. They will also be required to meet periodically with the Director Commercial and the Property Manager in relation to management, interpretation and event matters affecting the garden.
  - The Head Gardener is required to direct and/or supervise the gardening staff and volunteers and ensure that all necessary safety requirements associated with their roles are fully implemented.
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## **Key Accountabilities - Overall**

The position holder has responsibility for:

- Maintaining the garden at Retford Park including mowing, pruning and rubbish removal and maintenance of machinery.
  - In consultation with the Property Manager, developing a seasonal program of works and implementing seasonal ground preparation and plantings within parameters of the annual budget.
  - Assisting in the administration of the Garden Maintenance and Equipment section of the annual budget in consultation with the Property Manager.
  - Providing reports for the Property Manager when required, pertaining to the interpretation of the Garden and other related matters.
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## **Daily Responsibilities:**

1. Manage the gardens using sustainable practices wherever possible, including using organic fertilisers and organic pest/disease control measures.
2. Operate machinery used in garden work (mower, brush-cutter and chainsaw) etc in a safe manner in accordance with Worksafe Policies & Procedures and carry out minor maintenance of equipment in the form of servicing or running repairs as required.
3. Ensure that outdoor storage/ utility areas are kept secure and that all locks are maintained in good working order.
4. Ensure that all chemicals are labelled and stored according to the manufacturer's instructions and as required by legislation.
5. Ensure that garden edges are maintained in a neat and tidy manner and that paths are kept weed free.
6. Maintain garden paths in good order.
7. Maintain weed free areas around statues and other garden fixtures.
8. Undertake weeding, mulching, pruning, soil preparation, plantings, and ensure that plants are properly watered.
9. Maintain hedges and topiary.
10. Inspect plants to be inspected for pests and disease. Organic methods of control applied as required.
11. Carry out emergency repair work where trees have suffered damage, in consultation with qualified arborists.
12. Assist with other property maintenance as required.
13. Maintain irrigation and drainage systems
14. Maintain canal and fountain.
15. Respond to visitor inquiries where possible or as required.
16. Provide garden tours, talks and information for tour guide notes and reports.
17. Assist with the set-up of equipment for events and functions.
18. Ensure that all persons working within the garden (gardeners, volunteers or contractors) undertake safe work practices to ensure the personal safety of all workers, staff and visitors.
19. Keep up-to-date records of all machinery maintenance as required by legislation and schedule major servicing as required
20. Keep up-to-date records of all garden maintenance schedules.
21. Keep up to date records of plantings and tree register.

22. Arrange external contractors for repairs, in consultation with Property Manager.

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### **Key challenges**

Supporting the National Trust as a highly respected and recognised advocacy, conservation and educational body by:

- Ensuring the garden and grounds are maintained to a high standard to attract optimum usage and visitation.
  - Understanding and reconciling the competing conservation, commercial, interpretation and management issues affecting the property.
  - Working across a diverse stakeholder group to deliver the Trust's priorities.
  - Maintaining high levels of personal enthusiasm, commitment to and involvement in the work of the Trust, including engagement in weekend and evening activities as required.
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### **Essential Qualifications and Skills**

- Certificate 3 or Above, in Horticulture
- Current AQF 3 Chemical Application certification
- Current Level 1 Chainsaw certification
- Experience in maintaining large scale gardens
- Excellent written and verbal communication skills
- Current NSW Drivers licence

### **Desirable Qualifications and Skills**

- An understanding of management principles of Historic Gardens, especially Cool Climate gardens
  - An understanding of budget preparation and basic financial management skills
  - Computer literacy and willingness to learn new applications
  - Current NSW Working with Children Check number (WWCC)
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### **Key Result Areas**

#### **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

#### **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

**Technology**

- Working knowledge of the main software applications used at the property including Microsoft Word, Excel

**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 property 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