



NATIONAL TRUST OF AUSTRALIA (NSW)

POSITION DESCRIPTION

Role:	Horticulturist/Gardener (part time)
Department:	Properties South
Primary Location:	Retford Park, Bowral
Direct Manager:	Head Gardener
Direct Reports:	Nil
Hours of work:	30 per week

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.

Primary Purpose

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

In the absence of, or at the direction of the Head Gardener, the Horticulturist/Gardener will also be required to brief and take instruction from the Property Manager, Retford Park and to liaise with garden volunteers.

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.
- Maintain hedges and topiary
- Assisting Head Gardener with landscaping works as required Tool and equipment maintenance as instructed.
- Maintain the gardens using sustainable practices wherever possible, including using organic fertilisers and organic pest/disease control measures
- Maintenance to buildings and infrastructure such as assisting with path gutter cleaning, keeping stormwater drains and pits clear, irrigation equipment, pool / pond cleaning & pressure cleaning of hard-surfaces and similar duties.
- Assisting Property Manager with set up for functions and events and during events as required.
- Operating chainsaws to assist Head Gardener as required (assuming chainsaw operation certification).

- Ensuring that programmed garden maintenance is carried out as per instructions.
- Assisting with and at times conducting garden tours as required.
- Assisting with propagation of plant material for use throughout gardens.
- Manual handling in accordance with WH&S guidelines.
- Assist with rubbish removal to local refuse facilities as required.
- Reporting any hazards or WH&S issues to Head Gardener &/or Property Manager.
- Liaising with public in a polite & courteous manner as a representative of the National Trust of Australia (NSW)
- Ensuring that all persons within the garden adhere to the Safework 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 secure and that all locks are maintained in good working order.

Key Performance Indicators (KPIs)

- Performance of all tasks in a timely manner and to the standards set by the Head Gardener.
- Positive feedback from Head Gardener on work undertaken and attitude.
- Punctuality and general presentation.
- Ability to conduct informative and engaging garden tours.
- Ability to identify and initiate new projects (upon approval of the Head Gardener).
- Garner respect from staff and volunteers (this will be assessed by the Property Manager and Head Gardener).
- 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.

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)

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

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 2025