

## POSITION DESCRIPTION

DOCUMENT No. OHR\_PD29

<b>POSITION TITLE:</b>	Nursery Hand - Propagation		
<b>EMPLOYMENT STATUS:</b>	Permanent Part-time		
<b>AWARD:</b>	Nursery Award 2010		
<b>CLASSIFICATION / AWARD:</b>	4-5		
<b>SITE:</b>	Mildura Native Nursery	<b>DEPARTMENT:</b>	growAbility
<b>REPORTS TO:</b>	Social Enterprise Coordinator		

**POSITION OVERVIEW AND PURPOSE:****Overview:**

The Mildura Native Nursery will operate as a Christie Centre social enterprise closely integrated with its growAbility horticulture program. In keeping with Christie Centre's philosophy, the aim of the social enterprise will be to create sustainable and meaningful training and employment pathways for people with a disability.

**Purpose:**

- Effective day to day care and general maintenance of nursery plants
- Courteous and timely customer service
- Work under general supervision and exercise judgement
- Work alongside leadership team and disability support workers to develop relevant work skills of participants. Provide general secondary supervision to participants as required.
- Security of equipment and premises
- Be an active member of the Health and Wellbeing requirements of the workplace

**RESPONSIBILITIES & DUTIES:****Primary duties:**

This position has primary responsibility for propagation and cultivation of plants needed to maintain nursery stock levels and to supply wholesale orders. Tasks include:

- Germination and propagation from cuttings
- Tubing and potting of plants
- Maintaining accurate and detailed records of all cuttings and propagation

**General duties:**

- Daily set up/shut down as necessary (open/shut gates, set up cash register, till round up, etc)
  - Customer service – provide advice and attend to retail sales / take phone queries and orders
  - Assist with preparation of small orders
  - Attend to and assist with customer order pickups / deliveries
  - Monitor plant stocks and ensure adequate restocking for sales
  - General Plant maintenance (watering, weeding, trimming, staking, pruning, covering, etc)
  - Move soils (using small tractor) and mix soils for potting
  - Banking round up on Fridays if necessary
- Other duties that are safe, logical and within the limits of the employee's skill and competence, consistent with the position classification structure.

**The following key responsibilities are linked the National Disability Standards and to the quality standards, strategic direction and delivery model of the Christie Centre.**

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### Engagement

- Promote participation and inclusion.
- Treat all participants, co-workers and volunteers with dignity and respect.
- Liaise with co-workers, management and customers in delivery of services.
- Respect and maintain appropriate levels of confidentiality about the Christie Centre business.
- Understand and comply with Christie Centre policies and procedures.

### Leadership and Advocacy

- Implement tasks with minimal supervision.
- Be familiar with and support the Christie Centre mission and values; and to promote a positive awareness of the Christie Centre and its activities.

### Service Management

- To be familiar with and implement the works schedule for maintaining and improving the Nursery.
- Identify and solve any issues associated with the nursery worksite and notify the supervisor.
- Retain accurate records relevant to production and supply of wholesale and retail stock.

### Sustainability and Improvement

- Actively participate in the Christie Centre's quality assurance, safety and improvement programs by:
  - Ensuring participants, co-workers, volunteers and members of the public are safe and free from any hazards or faulty equipment.
  - Raising issues of concern with the appropriate person.
  - Encouraging improvement suggestions and facilitate improvement within your work area.
- Participate in occasional after hours duties if needed.
- Undertake approved learning and development to enhance skills.

## PERFORMANCE EXPECTATIONS

### Qualitative (measured objectively by Supervisor)

- Sound knowledge and application of administrative tasks including data entry on FlowLogic
- Manage to complete set tasks in requested timeframes
- Sound written and verbal communication skills
- Represent the values of the Christie Centre
- Model good behaviour and mentoring to others
- Follow organisational policies and procedures
- Review/Reflect on work practices and apply learned skills in work practice
- Sound feedback on service delivery is received from customers, individuals and stakeholders

### Quantitative (measured by statistical evidence)

- All reporting and compliance targets met
- Completes all set training requirements in required timeframe
- Attends to all supervision requirements

### DELEGATED AUTHORITY:

- Drive and tow company vehicles for which the appropriate licence is held, and only when authorised by the team leaders.
- Administer First Aid in accordance with relevant first aid skills.
- To have input into planned training (Learning & Development) opportunities.
- Some supervision or on-the-job training of supported staff or volunteers in day-to-day work.
- To consult with management team and other representatives to change work schedules as required.

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<b>HEALTH, SAFETY, WELLBEING &amp; QUALITY</b>	
<ul style="list-style-type: none"> <li>Comply with Christie Centre Inc. Health, Safety and Wellbeing (HSW) and Quality Management Systems, including statutory obligations</li> <li>Ensure prompt reporting of all incidents or near misses in accordance with procedures</li> <li>Promote a positive HSW culture in the workplace.</li> </ul>	
<b>QUALIFICATIONS / SKILLS / WORK EXPERIENCE:</b>	
<b>Pre-employment Screening (all appointments need to pass pre-employment checks)</b>	
<ul style="list-style-type: none"> <li>Current National Police Check</li> <li>Current Driver's License</li> <li>Clearance on Disability Worker Exclusion Scheme (DWES)</li> </ul>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Certificate in III Horticulture</li> <li>3 years' experience in practical horticulture including knowledge of native plants unique to this environment</li> <li>Understands and applies quality control techniques</li> <li>Able to work from complex instructions and procedures</li> <li>Able to assist with provision of on-the-job training</li> <li>Ability or willingness to learn to drive and operate a small tractor</li> </ul>	<ul style="list-style-type: none"> <li>Experience working in disability sector</li> <li>First Aid Certificate</li> <li>Ability to maintain minor work site tools and equipment</li> <li>Computer competency in use of office systems and related software including Microsoft Office</li> </ul>
<b>PERSONAL QUALITIES &amp; BEHAVIOURAL TRAITS:</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Good communication and interpersonal skills</li> <li>Ability to set priorities and complete tasks with minimal supervision and high level of personal responsibility</li> <li>Ability to work in a team or independently</li> <li>Friendly and approachable manner</li> <li>Treats others with dignity and respect</li> </ul>	
<b>RELATIONSHIPS:</b>	
<b>With</b>	<b>Purpose</b>
Supervisor	Reports directly to the relevant supervisor and takes direction regarding scheduled work.
Co-workers	Good collaborative working relationships with co-workers on activities and required tasks.
Leadership team, support workers and participants	Supportive, collaborative relationships with leadership team and disability support workers and participants.

**AGREEMENT:**

I have read the position description and agree to abide by it to the best of my ability.

Employee Name: \_\_\_\_\_ (Print)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**WITNESSED BY:**

Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_