

Position Description (HR28)



Please refer to the ['Guidelines for writing a Position Description'](#) document for information on the Royal Botanic Gardens' procedures and documentation standards.

Position Title	Coordinator, Land Management & Infrastructure
Branch/Division	Land Management & Infrastructure Branch (Cranbourne Gardens Division)
Line Manager	Manager, Land Management & Infrastructure
Position Number	N0144A
Grade	3.2
Salary	\$55,108 plus superannuation
Contract Type (Ongoing, Fixed term, Fixed task)	Ongoing
Employment Type (Full-time, Part-time, Casual)	Fulltime (100% FTE)
Funding Source (Recurrent, Revenue, Grant)	Recurrent

Context

The **Royal Botanic Gardens Melbourne (RBG)** was established in 1846 and covers more than 36 hectares. Today the Gardens are home to more than 52,000 individual plants, representing over 10,000 different species, in 19 Collections. It has become a natural sanctuary for native wild life including black swans, bell birds, cockatoos and kookaburras which fill the air with their distinctive song. One of the most recent developments is the Ian Potter Foundation Children's Garden (Children's Garden). This garden within the Melbourne site, provides an interactive educational environment in which children of all ages, backgrounds, physical abilities and cultures are able to play, explore and discover the natural world.

Established in 1970, the **Royal Botanic Gardens Cranbourne (RBGC)** is dedicated to the conservation, display and enjoyment of Australian flora. Within an hour's drive of Melbourne and covering 363 hectares, the Cranbourne Gardens are a natural haven in a rapidly developing urban area. The majority of the site (97%) is remnant vegetation of state and regional significance, and is home to a number of endangered, vulnerable and 'at risk' species of fauna and flora. The new Australian Garden covers 11 hectares of the site and challenges the usual perceptions of what constitutes a botanic garden.

The Gardens are owned by the people of Victoria and both sites are managed by the Royal Botanic Gardens Board, under the Royal Botanic Gardens Act 1991

The Land Management & Infrastructure (LMI) team is responsible for a variety of tasks within the Cranbourne Division of the Royal Botanic Gardens. These include, but are not limited to:

- Effective management of remnant indigenous vegetation and ecological processes for the conservation of native flora and fauna.
- Fire management as an ecological tool
- Infrastructure management and maintenance of a multi-faceted site
- Facilities and Asset management & maintenance
- Maintain and develop the hard landscapes and built structures of the Australian Garden

Primary Objective(s)

The Coordinator Land Management & Infrastructure is primary responsible for the ongoing management of a variety of natural and built assets together with the day-to-day leadership and direction of a team of Land management and infrastructure staff. You will play a key role in conservation management, bushland restoration and fire management activities and will coordinate projects to maintain and develop the hard landscapes and built structures of the Australian Garden.

Major Accountabilities

Accountability (incorporating Outcomes)

1. Provide leadership, support and effective management to the LMI team to ensure constructive team culture is developed and maintained, team objectives are delivered and employee performance is effectively managed.
2. Lead operational maintenance and development projects / programs within the Branch to agreed standards, managing the necessary resources and equipment to meet branch work goals, and ensuring work practices adhere to RBG policies and procedures and OH&S regulations.
3. Provide staff performance feedback and appraisal both informally and in the formal annual appraisal process and assist in the development of workplans and staff development programs to ensure employee performance is effectively managed and training opportunities are identified.
4. Play a key role in the management of prescribed burning operations on site including staff training and preparedness, equipment preparation and allocation, appropriate notification procedures and coordination of staff and other resources during a burn in order to ensure the sites prescribed burn program is successfully implemented.
5. Provide expert advise with the planning and implementation of environmental management and conservation programs, techniques and procedures, including plant identification, selection and application of agricultural chemicals for pest and weed control, feral animal control, fire control, bushland restoration to ensure effective management of ecological values.
6. Co-ordinate the day-to-day management and maintenance of indigenous flora & fauna conservation and research programs at the RBGC to ensure programs are planned and implemented successfully.
7. Co-ordinate the day-to-day management and maintenance of visitor facilities, infrastructure, plant and equipment at the RBGC in order to ensure successful maintenance in accordance with Australian Standards and RBG EEO and OH&S policies and procedures.
8. Maintain accurate records, data and files in accordance with the RBG's policies and procedures, in order to comply with public records requirements.
9. Provide accurate and quantified information to ensure the formulation of the annual Branch and Divisional Budgets
10. Manage, provide guidance and coordinate external contractors undertaking tasks within the branch's work program in order to ensure that work practices on site conform to the RBG's policies and to OHS guidelines

Organisational Reporting

Positions reporting directly to this role and the primary purpose of these positions:

Position Title	Primary Objective	No. of Direct Reports
Land Management Technician	To carry out effective management and maintenance of ecological processes at the RBGC, both individually and as part of a team, in accordance with Branch goals and objectives and RBG policies and procedures.	2
Infrastructure Technician	To carry out effective infrastructure and asset management and maintenance tasks both individually and as a part of a team, in accordance with Branch goals and objectives and RBG policies and procedures.	3

Apprentice Land Management	To assist with the management and maintenance of a variety of natural and built assets at RBG Cranbourne, both individually and as part of a team, in accordance with Branch goals and objectives and RBG policies and procedures.	1
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Key Communications

Internal

Position Titles(s)	Purpose	Frequency
Manager Land Management & Infrastructure	To identify and priorities branch goals and objectives, provide feedback and reports on current tasks being undertaken and to seek expert advise on matters or issues of particular complexity or significance.	Weekly / Daily
Land Management & Infrastructure Team	To provide leadership, support and direction on a day-to-day basis to ensure branch / employee goals and objectives are meet.	Daily
Coordinator Facilities	To assist with planning and prioritising upcoming works related to the team.	Weekly / Daily
Other RBG Staff / Branches / Divisions	To facilitate effective and accurate communication with all RBG staff in relation to work(s) being carried out within the LMI team.	Daily

External

Organisations	Purpose	Frequency
Contractors and Suppliers	To enable contracted work to be undertaken within the branches work program in a efficient and timely manner to RBG policies and procedures and OHS regulations	Weekly / Monthly

Decision Making

Decisions made Independently:

Decision	How	Impact/outcome
Decisions relating to effective day-to-day leadership of a team.	Using professional skills and knowledge.	Ensure constructive team culture is developed and maintained, team objectives are delivered and employee performance is effectively managed.
Decisions relating to competing priorities and objectives on a daily basis	Exercise judgment to decide the nature of the task(s), importance and how they relate to the branches goals and objectives.	Tasks prioritised and completed effectively and timely to ensure branch goals and objectives are achieved and or exceeded.
Decisions relating to managing and maintaining infrastructure.	Using agreed Branch standards, OHS regulations, RBG Guidelines and using professional skills and knowledge	Infrastructure is maintained to OHS regulations and all work is carried out to RBG policies and procedures and OH&S regulations.
Decisions relating to coordination of minor projects	Use judgment to negotiate the relative priority of the ancillary works	Projects are delivered on time and within budget in the context of the day-today work of the RBGC.

Decisions made WITH consultation with/referral to Line Manager or others:

Decision	Impact/outcome
More complex or significant matters that need further input and information from the Manager LMI	Judgment is exercised in achieving desired outcomes on complex issues.
Effective management of the conservation processes at the RBGC require further input from members of the LMI team such as Land Management Technicians, Manager LMI or Ecologist	Correct management strategies / processes are identified and implemented to achieve branch and divisional goals and objectives.
Dealing with an incident or emergency such as a fire or infrastructure failure, an injured person, damage to RBG property or lost person.	Ensure the safety of visitors and staff and to protect the assets of the RBG.

Challenges

Key challenges faced by the position and judgment required to meet challenge (maximum 5)

Type of Challenge	Duration	Description of challenge	Judgment required by position
Workload / time management	Long term	Implement current priorities whilst responding quickly to issues or new priorities.	Capacity to prioritise and using own initiative.
People related	Long term	Continually motivating and leading a diverse team of people to achieve internal expectations.	Applying own knowledge and initiative
Workload / internal demands	Long term	Manage internal expectations as to what can be achieved within budget, available resources and timeframe.	Capacity to balance competing expectations and assess what can be achieved with available resources
People related	Short term	Dealing with sensitive issues due to managing a diverse team of people	Appropriately managing confidential information, following correct internal and external policies and procedures.
Financial / budget	Long term	Managing LMI budget within limit and appropriate expenditure delegation.	Balance competing priorities and find practical solutions.

Position Scope and Impact

Area	Item	Scope
Employees	No. of employees reporting directly	6 (including Apprentice)
	No. of employees reporting indirectly	As required
	Number of Volunteers reporting	As required

	No. of contractors / contracts managed	Contractors as required. Contracts as required.
Financial	Operating Budget	\$273,000
(nearest \$'000)	Salaries and on-costs	\$463,000
	Capital Budget	Varies year to year
	Total	\$736,000
Expenditure within delegation	Operating / Capital Expense	Up to \$2,000
Other items which indicate scope/ impact (specify)		

Knowledge, Skills and Experience

*Note: for recruitment purposes, the **Essential** column contains the **Key Selection Criteria** for the role (i.e. the minimum requirements for the role to be undertaken successfully). The **Desirable** column contains additional skills, experience or knowledge, which are not compulsory but which will help ensure success in the role and will be used to differentiate between candidates who meet all the essential criteria.*

	Essential	Desirable
Education/ Qualifications/ Specialist Training	<ul style="list-style-type: none"> Associate Diploma or higher qualification in Natural Resource Management, or equivalent qualification and experience in Infrastructure, Asset or Environmental Management or other appropriate professional field with an emphasis on Natural Resource Management, and/or extensive practical experience in a similar position. Basic Fire-fighters Accreditation 	<ul style="list-style-type: none"> Valid Farm Chemical User's Accreditation Endorsed license for heavy vehicles and machinery operation First Aid Certificate (Level 1) Chainsaw Use Accreditation
Experience/ Knowledge	<ul style="list-style-type: none"> Demonstrated experience in providing effective day-to-day leadership, motivation and direction to a diverse team of Natural Resource Management staff and in coordination of operational activities. Demonstrated experience in managing staff performance, in the implementation of work plans and staff development programs, and experience in co-ordination and supervision of external contractors to meet RBG project goals. Demonstrated ability to manage a multi-faceted site and/or maintenance operation. Demonstrated experience in co-ordination of fire operations 	<ul style="list-style-type: none"> Demonstrated excellent knowledge and experience in the application of flora (bushland) and fauna management principles and techniques. Demonstrated working knowledge of the flora and fauna found within the Port Phillip and Westernport Region, including sound plant identification skills. Demonstrated experience and knowledge in the safe use of a variety of plant and equipment used to undertake infrastructure, asset and conservation management works. A working knowledge of industry standards and relevant legislation (eg OHS)

	<p>including allocation of people and other resources, and knowledge of the use of fire as an ecological management tool.</p> <ul style="list-style-type: none"> • Knowledge of management strategies for the conservation of indigenous habitats, and demonstrated experience in the implementation of those strategies and in the maintenance and development of landscapes and facilities to agreed standards to meet organisational goals. 	<ul style="list-style-type: none"> • Experience in project planning and implementation in a complex and sensitive site. • Demonstrated experience in construction, infrastructure and asset maintenance in domestic, commercial and industrial environments and the implementation of maintenance programs.
Skills	<ul style="list-style-type: none"> • Demonstrated ability and experience in budgeting, planning and scheduling. • Highly developed written and verbal communications skills and the ability to communicate with a broad range of people (staff, contractors, visitors etc) • Sound administrative skills • Sound judgment and good decision-making skills 	
Attributes	<ul style="list-style-type: none"> • Ability to re-priorities work and manage competing priorities • Demonstrated initiative and self-motivation, and ability to work both in a team environment and autonomously. • Ability to think strategically and laterally 	<ul style="list-style-type: none"> • Willingness to undertake a variety of challenging tasks / projects using an existing skills base or by the application of newly acquired skills.

Additional Information

- A current Victorian driver's license is required.
- The position reports to the Manager, Land Management and Infrastructure, Royal Botanic Gardens, Cranbourne.
- The position is located at the Royal Botanic Gardens, Cranbourne, but duties may be required at RBG Melbourne in South Yarra, from time to time.
- Physical capacity to carry out manual work is required and may take place out of doors in all weather conditions.
- Attendance on weekends and outside 'core' hours will be required from time to time.

- The successful candidate will be required to undertake **Pre-employment Medical Screening** prior to commencement of employment to assess any reasonable adjustments that may be required.