

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	Horticultural Technician – Landscape
Branch/Division	Cranbourne Gardens
Line Manager	Coordinator, Horticulture (Landscape) Cranbourne
Position Number	N0191A
Grade	2.2
Salary	\$43,255 p.a.
Contract Type (Ongoing, Fixed term, Fixed task)	Ongoing
Employment Type (Full-time, Part-time, Casual)	Full time (100% FTE)

Context

The **Royal Botanic Gardens Melbourne** (RBGM) was established in 1846 and covers more than 36 hectares. Today, the Gardens is home to more than 52,000 individual plants, representing over 10,000 different species, in 19 Collections. It has also become a natural sanctuary for native wild life. 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. Two thirds of the site 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 (Stage 1) covers nine hectares of the site and provides a contemporary landscape display of Australia's remarkable plants and landscapes. The second and final stage of the Australian Garden is currently under development and will open in 2011.

Both the Melbourne and Cranbourne sites are managed by the Royal Botanic Gardens Board, under the *Royal Botanic Gardens Act 1991*.

This position is part of the Horticulture Branch, Landscape Team. This team works independently to present high quality plant material and horticultural displays associated with the Australian Garden and other horticultural landscapes on site at RBG Cranbourne.

Primary Objective(s)

The primary objective of this position is to actively participate in the horticultural and curatorial management of the Australian Garden and other RBGC horticultural landscapes. The role of the Landscape Technician is key to the effective presentation and display of a diverse range of Australian plants to visitors to the RBGC.

Major Accountabilities

Accountability (incorporating Outcomes)
1. Provide a specialised plant curation and garden maintenance service to ensure the sustainable, high quality presentation of the Australian Garden and other RBGC horticultural landscapes.
2. Develop and Implement a range of specialised horticultural techniques including the efficient operations of automatic irrigation systems
3. Maintain accurate planting records and ensure adherence to established protocols for the living plant census database, label production and plant mapping.
4. Plan for and undertake chemical, physical and biological pest (weed) and disease control demonstrating integrated pest management (IPM) principles when required.
5. Prepare and follow work plans and undertake training to achieve organisational and branch goals.
6. As a member of the RBGC team on occasion assist with supporting other Horticulture, Land Management and Infrastructure and Public Programs Branch activities.
7. Ensure compliance with Occupational Health and Safety and Equal Employment Opportunity legislation and guidelines as part of everyday activities
8. Other duties as directed by your line manager

Organisational Reporting

Position Title	Primary Objective	No. of Direct Reports
Horticulture apprentices.	Mentor and motivate trainees and professionally develop their skills in horticulture over time.	One.
Volunteers.	Supervise, manage and provide guidance for volunteers when working within the RBGC horticulture operations.	Variable

Key Communications

Internal

Position Titles(s)	Purpose	Frequency
Coordinator, Horticulture - Landscape.	To discuss operational and technical issues, work plans and priorities.	Daily.
Other Horticulture Branch staff.	To ensure coordination of Horticulture Branch and effective cross team communications are supported and facilitated.	Daily, or as required.
Other members of the Cranbourne Division.	To deliver an exceptional visitor experience at RBGC regular communication with Land Management and Infrastructure and Public Programs teams is essential. Many cross divisional/joint initiatives are undertaken.	As required.

External

Organisations	Purpose	Frequency
Members of the Public / special interest groups.	Professionally responding to enquiries. Assisting with the delivery of occasional public programs and talks. Tours of Australian Garden to industry and special interest groups.	As required / requested.
Liaison with external professionals within the	Networking with industry. Raising the profile of RBG Cranbourne and the	As required.

horticulture industry.	Horticulture Branch.	
Suppliers and Contractors	Professionally responding to enquiries Assisting with the coordination of access, deliveries and associated activities	As required.

Decision Making

Decisions made Independently:

Decision	How	Impact/outcome
Works with minimal supervision on a day to day basis.	Work planning, priority setting and task allocation within the context of agreed work plans, agreed projects and specific management priorities.	Contribute to the implementation of the Horticulture Branch work plans including the horticultural development of capital projects.
Curatorial and Collections Management.	Implementing specialist horticultural techniques.	Managing plant performance in area(s) of responsibility and the resources required to perform this work.
Horticultural Problem Solving.	Applies and/or adapts existing processes /standards to resolve problems. Some situations require the development of new responses where existing processes /standards do not exist.	Effective management of a range of problems/situations ranging from routine or recurring to those complex or unusual.
Application of Integrated Pest Management.	Plan for and undertake chemical, physical and biological pest control using integrated pest management (IPM) principles within RBGC policies and guidelines	Effective management of a range of pests (weeds) and diseases.
Water Management	Monitor irrigation scheduling in area(s) of responsibility	Efficient and effective watering of the plant collections.

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

Decision	Impact/outcome
Precinct planting intent	Any significant changes to planting design or plant selection in area(s) of responsibility
Information Management.	Assist with maintaining and updating the accessions database and associated nursery record keeping.
Major bed redevelopments	Planning for the renovations or redevelopments of gardens in area(s) of responsibility including associated costings and resource requirements.

Challenges

Type of Challenge	Duration	Description of challenge	Judgment required by position
Data management and record keeping.	Long term (> 1 year)	Documentation of a range of accurate information for the various management databases.	Effective data management and record keeping.
Delivery of organisational Capital Works Projects.	Long term (> 1 year)	Maintaining Australian Garden One whilst supporting the various projects associated with the completion of the Australian Garden Project – Woodland Picnic Area, Visitor Centre Upgrade, Stage Two Australian Garden	Effective time management and priority setting.
Supporting sustainable horticultural operations.	Long term (> 1 year)	Implementing organisational commitments to sustainability and conservation programs.	Irrigation monitoring. Weed evaluation.
On going management and maintenance of existing horticultural landscapes.	Long term (> 1 year)	Seasonal workload peaks Consistent delivery of high quality plant displays and landscapes Dealing with competing priorities and the range of organisational needs	Effective time management and priority setting.
Curatorial and collection Management	Long term (> 1 year)	Dealing with a diverse range of Australian native plant species >1000 taxa.	Appropriate plant selection, horticultural techniques maintenance

Position Scope and Impact

Area	Item	Scope
Employees	No. of employees reporting directly	0
	No. of employees reporting indirectly	One apprentice
	Number of Volunteers reporting	Variable
	No. of FTEs reporting (employees and volunteers)	Variable
	No. of contractors / contracts managed	0
Financial (nearest \$'000)	Operating Budget	NA
	Salaries and on-costs	NA
	Capital Budget	NA
	Total	NA
Asset Management	Value of assets under management	NA
Expenditure within delegation	Operating / Capital Expense	NA
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"> ▪ A Horticultural Trade Certificate, or other equivalent qualification and experience in Horticulture or other relevant professional field. 	<ul style="list-style-type: none"> ▪ Post Trade Horticultural Qualification/s. ▪ Ag Vet Chemical Users Certificate
Experience/ Knowledge	<ul style="list-style-type: none"> ▪ Demonstrated experience in horticultural operations and sound knowledge of plant curatorial principles and practices. ▪ Sound knowledge of a diverse range of Australian plants and their cultivation requirements. ▪ Demonstrated knowledge of OH&S practices in a public garden environment. 	<ul style="list-style-type: none"> ▪ Experience in working in botanic gardens. ▪ Sound understanding of the role and function of a botanic garden. ▪ Experience in the management of automatic irrigation systems.
Skills	<ul style="list-style-type: none"> ▪ Excellent skills in plant identification and culture ▪ Excellent horticultural techniques and ability to optimise plant performance in a range of challenging situations and scenarios ▪ Experience in plant record keeping ▪ Well developed interpersonal and communication skills. 	<ul style="list-style-type: none"> ▪ Well developed skills with windows-based software applications. ▪ Ability to interpret and generate planting plans
Attributes	<ul style="list-style-type: none"> ▪ Demonstrated ability to work either independently or as a constructive team-member. 	

Additional Information

- The position is located at the Royal Botanic Gardens, Cranbourne however travel to the Royal Botanic Gardens, Melbourne (South Yarra) or the Australian Research Centre for Urban Ecology (located at Melbourne University) will be required from time to time.
- A current, valid Victorian driver's licence is required.
- The incumbent will require the physical capacity to undertake movement of equipment and mobility to cover the site, as necessary.
- Work may take place out of doors in all weather conditions.
- A professional appearance is necessary at all times.

Pre-employment Checks

- 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.