

Detailed Position Description

PD-HRM-008 Horticulturist

Job title:	Horticulturist
Business Unit:	Nursery Operations
Reporting to:	Nursery Manager
Hours:	As per employment contract, between the hours of: 07:00 - 15:30 Mon-Fri, (Sat/Sun as required)
Location:	Whiteman
Performance Reviewed:	Annually
Last update:	02/02/2018

Purpose of the Position

This position is focused on both general nursery duties and additional specific duties. The role requires sound botanical knowledge and preferably experience within the industry. The person will require the ability to research and scientifically trial techniques for native plant germination. This position requires a professional, reliable team player who is well organised, self-motivated, outcome orientated and has a keen interest in the propagation, production, dispatch and maintenance of native Australian flora.

All responsibilities and tasks must be performed in accordance with NAH policies and procedures. Outlined below are the minimum standards required for the Horticulturist position.

Responsibilities & Duties

Responsibility 1: Uphold the missions, values and vision of Natural Area Holdings

Work Expectation:

- Meeting and exceeding NAH policies and procedures.
- Using NAH general operational systems and contributing to the development of these systems.
- Contributing to team work and building in a positive environment.
- Adhering to professionalism and NAH quality standards.
- Showing a commitment to commercial efficiency.
- Professional self-assessment and a commitment to self-development.

Key Performance Indicators:

- a) Zero documented performance improvement notices within the period.
- b) Zero reports of harassment or bullying in the workplace

Responsibility 2: Adhere to NAH and statutory Occupational Health and Safety (OHS) work standards and ISO 9001 quality work standards

Work Expectation:

- Comply with NAH and site OHS requirements.
- Report hazards and/or incidents in accordance with NAH procedures.
- Attend and contribute to OHS meetings.
- Be responsible for yours and others safety at NAH operation depots, offices, nursery and works sites (duty of care).
- Implement the NAH quality management system and contribute to its continuous improvement.

Key Performance Indicators:

- a) All non-conformances and/or incidents are reported per NAH OHS and Quality standards
- b) Zero non-conformance for serious breaches of company policy
- c) At least two improvement suggestions forwarded to QA manager per annum.
- d) All reports are compliant with NAH QMS.

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- Report any non-conformance with the NAH quality management system to the ISO Quality Manager, undertake corrective action as required.

Responsibility 3: Nursery systems development

Work Expectation:

- Consider and suggest systems to the Nursery Manager in order to undertake activities in more efficient ways, including production, grading and record keeping activities, tracking and fulfilling orders whilst not sacrificing on quality/customer service.
- Regular contribution to the development of SOPs, operational procedures, record keeping, OJEs, educational literature, species information and similar.

Key Performance Indicators:

- a) Annual review and submission of notes to update one SOP used regularly in the work situation.

Responsibility 4: Train and assist other team members

Work Expectation:

- Offer assistance as required, to fellow team members and provide direction and instruction to new employees/work experience personnel. Contribute to their learning experience.
- Be approachable, and available in a team-focused manner to timely assist the Team as required.
- Undertake formal, scheduled training and assistance as directed by the Nursery Manager.
- Actively refer to, and use, SOPs when completing training or mentoring of team members.
- Convey expectations to team members for production and dispatch with quantitative and qualitative guides (eg: for X species we anticipate a success yield of at least X% with a potting on rate of X/hr).
- Strong contribution to team targets.

Key Performance Indicators:

- a) OJE completion within 24 hours as requested.

Responsibility 5: Undertake general nursery duties

Work Expectation:

- Exceptional plant and weed species identification.
- Undertake nursery duties in accordance with NGIA guidelines, NAH policy and procedures and as instructed, including but not limited to:
 - Potting-on/up with consideration to species environmental and pH requirements (SOP-NOP-QMS-004 Potting-up, SOP-NOP-QMS-015- Potting On).

Key Performance Indicators:

- a) Potting on rate to be acceptable for the species involved with a usual minimum of 120/hr if filling your own pots and 160/hr if using pre-filled pots.
- b) Potting on success yield, within 2 weeks of starting, to be in line with expectations for X species. Feedback to be provided by the Production Manager.

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Responsibility 5: Undertake general nursery duties

- Grading (i.e. sorting plants according to quality) in order to resolve plant health issues and for orders.
 - Fertilising according to species nutritional and pH requirements.
 - Weeding by hand and chemical treatments.
 - Ensure watering of the nursery is effective for maximum plant health, minimal water wastage; and minimal labour. You must know the wetter/dryer areas and place plants accordingly.
 - Accurately count stock and provide your numbers to the Nursery Manager/Assistant Manager as requested in a timely and well-presented manner.
 - Tracking of client orders from propagation through to dispatch.
 - Labelling of plants produced as per SOP NOP-QMS-002 Labelling plant tags
 - Plant placement in the nursery as per the species environmental and watering requirements and as pre-agreed with the team if client specific seed or provenance.
 - Work efficiently and productively within a team and in unsupervised environments to meet and/or exceed set production and grading targets in accordance with Standard Operating Procedures and NGIA accreditation guidelines SOP NOP-QMS 003 Plant Grading, SOP-NOP-QMS-15 Potting On.
 - Advise your production manager of any losses noted in the nursery.
 - Advise the Stock and Equipment Maintenance Co-ordinator if any pests or diseases are noted.
- c) Potting on of salvage or division plants, to be at a rate acceptable for the species. A general guide is 60-80 plants/hr.
 - d) Grading rates to be acceptable for the order being graded with a usual minimum of 400 plants/hour as per SOP NOP-QMS 003 Plant Grading.

Responsibility 6: Undertake specific nursery duties as instructed

Work Expectation:

- Specific responsibilities will be allocated on an individual basis. This may include:
 - Checking levels of tank water daily (twice daily in summer).
 - Undertaking filter maintenance for water supply system (SOP-NOP-QMS-014 Nursery Water Tank Maintenance).
 - Setting reticulation for allocated nursery areas
 - Watering monitoring and Hand-watering of allocated nursery areas.
 - Plant placement as per species and client requirements.

Key Performance Indicators:

- a) Annual review and submission of notes to update one SOP used regularly in the work situation.

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- Seed processing activities (SOP-NOP-QMS-012-Seed Processing).
- Seed sowing and propagation processes (SOP-NOP-QMS – 013 Seed propagation).
- Production planning and managing.
- Orders tracking.
- Sourcing plant material for cuttings (both within and external to the nursery) and the management and maintenance of cuttings growing areas (SOP-NOP-QMS-007 Stem and Rhizome Cuttings).
- Grading and dispatching orders accurately
- Undertake specific duties efficiently and accurately, following SOPs, with suggestions to be made to make procedures more efficient/feasible. Specific work standards will be discussed with the Nursery Manager and related to the allocated task as the need arises.
- Maintaining a team-focus to ensure specific Nursery duties are completed when Team Member leave is taken.

Academic & Trades Qualifications

Essential	Desirable
Year 10 completion (or equivalent)	Year 12 graduation (or equivalent)
TAFE Cert IV Horticulture (or Conservation & Land Management) or higher	Pesticide Licence
Construction Training Induction WA (White Card)	University Qualification (i.e. Bachelor of Science (Environmental, Conservation Biology, Botany, etc.))
Police Clearance	
First Aid	
WA manual motor vehicle licence	

Work Experience & Skills

Essential	Desirable
An interest/experience in gardening and working with native plants	Previous nursery and team work experience
Genuine interest and passion in native bushland management	Understanding of reticulation systems
Computer proficiency- MS Word, Outlook, Excel with a minimum typing speed of 40 WPM	
Sound species knowledge/plant identification skills and/or a strong interest to improving knowledge on plant species	
Positive team-work experience	

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Personal Qualities & Behavioural Traits

- Good time management and decision making ability.
- Good written and verbal communication skills.
- Proficiency with all works.
- Commitment to personal development.
- High level of professional presentation.
- Able to work in a team environment, responsive to direction.
- Punctual and prepared.
- Organised with attention to detail.
- Genuine interest and passion in native bushland management.
- Positive, solution-focused language and tone for all communication mediums.

Relationships

Position Title	Relationship
Managing Director	Horticulturist will take direction from the Managing Director on an as needed basis. Horticulturist should not need to direct issues/questions to the Managing Director directly.
Nursery Manager	Horticulturists report to the Nursery Manager. The Nursery Manager provides formal feedback as required and as part of scheduled Performance Reviews. The Nursery Manager will provide direction and feedback regularly in conjunction with the Nursery Assistant Manager, Production and Dispatch Managers in relation to all nursery activities
Nursery Assistant Manager	The Nursery Assistant Manager assists in providing direction on priorities amongst production team members and assists in tracking team productivity to ensure targets are met. The Nursery Assistant Manager provides direction on timing of planting requirements for projects so as to ensure the team has plants aside in time. Also provides regular feedback on how projects/orders are coming together.
Nursery Production Manager	The Nursery Production Manager is the primary person directing you in your day to day production activities during this part of the season. They determine the allocation of staff to undertake the daily activities and are responsible for ensuring production targets are met.
Nursery Dispatch Manager	The Nursery dispatch manager will provide instruction on the grading of orders to go out to clients. This may be in conjunction with the Production Manager to ensure production targets are not affected if the dispatches occur in the production period.
Nursery Propagator	The Nursery Propagator provides direction to the Nursery Production Manager in relation to upcoming/next season orders and production priorities based on germination results and timing.
Programs Business Unit	No direct relationship.
Operations Business Unit Manager (OBUM)	No direct relationship.
Regional Field Operations Manager	Horticulturists may take direction from the RFOM in conjunction with the Nursery Manager over their work location during the cross-over time at the end of spraying and production seasons.
Team Leaders	Horticulturists may communicate with Field Team Leaders on matters relating to plant supply for projects
Field Supervisor	No direct relationship.
Field Crew	No direct relationship.

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Position Title	Relationship
Consulting Business Unit	No relationship.

Associated Documentation

This Position Description should be read in conjunction with the following documentation:

1. Your employment contract with Natural Area Holdings Pty Ltd.
2. NAH Employment Offer and Information Manual (MAN-HRM-001).
3. NAH Employee Induction Manual (MAN-HRM-002).
4. NAH Policy & Procedure Guide (MAN-QMS-004).
5. Relevant Standard Operating Procedures for your business unit and area of works (listed in the Employee Induction Manual).
6. All NAH policy documents.
7. NAH Environmental Management Plan (NAMP-EMS-001).
8. NAH Occupational Health & Safety Management Plan (NAMP-OHS-001).
9. NAH Quality Manual (MAN-QMS-006).

Employee Name

Employee Signature

Date

Manager Name

Manager Signature

Date

To complete this form:

1. Read the document thoroughly
2. Initial each page to acknowledge its contents
3. Sign and date the final page to confirm agreement to comply with the document
4. Have your Manager/NAH representative sign and date the final page to confirm that they have discussed the position expectations with you
5. Scan the document as one PDF, using the appropriate file name to electronically submit the PDF (LAST-PD-ROLE-DATE)
Where LAST is the employees last name in capital letters



233C Drumpellier Drive, Whiteman WA, 6068

P: 08 9209 2767

E: info@naturalarea.com.au

www.naturalarea.com.au

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Where date is the date of the PD being signed

Role is the title of the Position Description