

# Role Description

## (Manager/Non Manager)



**Role Title:** Senior Horticulturalist  
**Classification Level:** GSE6  
**CHRIS Position Number:** various

**Division:** Environment, Heritage and Sustainability  
**Branch/Unit:** Botanic Gardens and State Herbarium  
**Reports to (Title):** Site Horticultural Manager

### Our Organisation

The **Botanic Gardens and State Herbarium of South Australia** forms part of the Department for Environment and Water (DEW) with a mission to 'build an understanding and appreciation of the botanical world' providing life-long experiences across generations. The BGSB Board provides strategic direction for the management of the Botanic Gardens and State Herbarium (BGSB) in accordance with the *Botanic Gardens and State Herbarium Act 1978* and *Regulations 2021*.

The Adelaide Botanic Gardens Foundation Inc. (ABG Foundation), which is overseen by a committee, raises and manages funds for priority goals and projects of the BGSB. These generally include funds for education, public programs, and scientific research and for the long-term financial security of the BGSB through growth of an endowment fund.

Adelaide, Mount Lofty and Wittunga Botanic Gardens have established living collections of plants exhibiting botanical diversity. The three garden estates and Botanic Park, adjacent to the Adelaide Botanic Garden, are managed as multiple use sites for display, science, conservation, and community education, health and well-being. Commercial activities including paid public events, education and training, functions and community use of the public space are all accommodated.

The State Herbarium is a scientific collection of more than 1 million plant specimens from South Australia and globally and is housed in the historic Old Tram Barn on the grounds of the Adelaide Botanic Garden. Herbarium staff utilise the herbarium collection to maintain the Census of South Australian plants. Botanical research is conducted by Herbarium and South Australian Seed Conservation Centre staff, who deliver taxonomy, conservation and other botanical science to the South Australian community and beyond. The Museum of Economic Botany displays historic and cultural collections and curated exhibitions.

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### About the Role

The botanic gardens Senior Horticulturalist contributes to the daily operation of the Botanic Gardens as a botanical collecting institution by delivering horticultural maintenance of curated living collections and associated landscapes. The role is an experienced specialist amenity botanic gardens horticulturist and is required to work consistent with statutory responsibilities, corporate policies and botanic gardens industry standards.

The role will support the daily delivery of best practice living collection revitalisation and maintenance, including associated landscape maintenance by:

- Applying best practice amenity botanic gardens horticulture
- Supporting turf, tree, nursery and biosecurity management initiatives
- Apply best practice irrigation and water management initiatives
- Providing specialist support for event delivery, site activation and daily visitor support services
- Provide daily site maintenance services as directed.

The role will participate in and provide public presentations, using specialist horticultural and site knowledge to provide specialist living collection and botanic garden horticulture training, to audiences such as horticultural trainees, volunteers and the public. The role also supports the delivery of workplace health and safety practices and leads a small team with a positive attitude and resilience.

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## Key Role Outcomes

- Effective application of botanic gardens horticultural and maintenance activities are delivered to a high standard to achieve the BGS Strategic and Business Plans objectives as directed.
- Positive team behaviours are used to foster teams and build horticultural knowledge and relevant work skills that enable ongoing professional development and successful achievement of performance goals and work program objectives.
- Quality botanic gardens horticultural activities and advice is provided to assist with the sustainable management of living collections, nursery and associated horticultural infrastructure within the BGS.
- On the job mentoring of staff and apprentices/trainees in their team to enable building of their horticultural knowledge and skills.
- Responsive delivery of information, advice and/or assistance that enables a safe and rewarding visitor experience to the Botanic Gardens.
- Compliance with OHS&W policies and other relevant policies and standard operating procedures.
- Timely response to possible security and/or public safety issues.

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## Key Relationships

- Reports to a Horticultural Curator or Site Horticultural Manager as directed
- Works closely with other horticulturalists and maintenance staff, Botanic Gardens Living Collections Development Team, Horticultural Curator Team, Site Managers and Learning and Visitor Experience Team
- Other program areas within the BGS and Trainees
- Volunteers and Friends of the Botanic Gardens of Adelaide
- Contractors and Lessees
- Visitors to the BGS
- Stakeholders including business and industry, Zoos SA, training providers, and other project partners

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## Special Conditions

- May be required to participate in fire management and associated duties.
- May be required to work outside of normal working hours, including weekends and public holidays.
- Organisational uniform is to be worn and maintained.
- The incumbent may be assigned to a position at another site to that advertised dependent on organisational and individual development requirements.
- Current class "C" driver's licence, Senior First Aid and willingness and an ability to safely operate a 4wd and horticultural machinery is essential.
- This role has functions pertaining to working with children and is prescribed under the Child Safety (Prohibited Person) Act 2016 as requiring a Working with Children Check (WWCC). The role also required a National Police Check (NPC). By applying for this role you consent to being screened for appropriate behaviour and to the Department obtaining, or requiring you to obtain a WWCC and NPC.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	<ul style="list-style-type: none"><li>• Motivating Others</li></ul>	<ul style="list-style-type: none"><li>• Participates in planning common goals for the team.</li><li>• Uses own drive to foster energy and personal sense of achievement.</li></ul>
Achieves Results	<ul style="list-style-type: none"><li>• Delivering Effective outcomes</li><li>• Assuming Accountability</li></ul>	<ul style="list-style-type: none"><li>• Is clear about the priorities for the role and completes tasks within agreed timeframes and standards.</li><li>• Works with Line Manager to solve problems and overcome challenges.</li><li>• Willingly accepts responsibility for own work.</li></ul>

		<ul style="list-style-type: none"> <li>Establishes own credibility by demonstrating personal competence and technical expertise.</li> </ul>
<b>Drives Business Excellence</b>	<ul style="list-style-type: none"> <li>Facilitating Quality and Continuous Improvement</li> <li>Promoting customer service</li> </ul>	<ul style="list-style-type: none"> <li>Identifies opportunities for doing work better and more quickly.</li> <li>Acts as a role model by striving to deliver quality outcomes even when under pressure</li> <li>Considers constructive feedback from customers and learns from complaints.</li> <li>Seeks to understand the requirements of diverse customers.</li> </ul>
<b>Forges Relationships and Engages Others</b>	<ul style="list-style-type: none"> <li>Communicating and managing conflict</li> <li>Influencing and negotiating</li> </ul>	<ul style="list-style-type: none"> <li>Maintains composure and a friendly demeanour in dealing with others.</li> <li>Readily responds to requests for information and follows through on undertakings.</li> <li>Is able to contribute to team discussions.</li> <li>Is proactive in keeping their line manager informed of work progress.</li> </ul>
<b>Exemplifies Personal Drive and Professionalism</b>	<ul style="list-style-type: none"> <li>Modelling Public sector values</li> <li>Demonstrating Commitment to Learning &amp; Development</li> </ul>	<ul style="list-style-type: none"> <li>Displays commitment to the values of the public sector and the Code of Ethics.</li> <li>Is discreet and maintains confidentiality.</li> <li>Continually learning &amp; develops on the job.</li> </ul>

### Technical, Professional/Knowledge and Experience (including qualifications)

- Certificate III in Horticulture (Trade Level Qualifications) is essential.
- Completion and currency of required trade related certificates and permits is essential.
- Demonstrated significant understanding and experience in a public garden such as a botanic garden or other relevant experience, including demonstrated knowledge of current horticultural practices, plant identification and curation is essential.
- Demonstrated significant ability to optimise plant performance, including knowledge of weed, pest and disease identification, plant biology and control using IPM strategies.
- Demonstrated significant experience in the safe and effective operation of horticultural machinery and equipment and selection and use of personal protective equipment.
- Demonstrated experience in the provision of high-quality customer service to visitors and other clients in a tourist and learning destination, including the ability to communicate regulations in a courteous and professional manner.
- Knowledge of software packages such as Word, Excel, PowerPoint, Timewise and Plant Records Databases i.e. BGBase.
- Demonstrated ability to work as a constructive, adaptable and resilient member of a team.
- Demonstrates a positive, adaptable and resilient demeanour and works well in a small team environment, taking on small team project supervisory responsibilities as directed.
- Effective written and verbal communication skills, including the ability to communicate appropriate to various audiences and to clearly provide professional horticultural advice.
- Working knowledge of the WHS Act and related policies and is able to apply this practically in the context of garden operations and daily work delivery requirements of the role.
- Shows an accurate understanding of and can apply the Botanic Gardens and State Herbarium Act, Regulations and associated national requirements of botanic gardens horticulture.

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## Work Health and Safety

### Lead workplace safety procedures and programs

- Proactively ensures all direct reports understand workplace health and safety requirements and responsibilities.
- Leads and participates in health and safety discussions in the workplace.
- Identifies hazards, assesses risks and implements procedures for controlling risks.
- Implements procedures for dealing with incidents and emergency events.
- Maintains appropriate workplace safety records.
- Implements procedures for managing injured workers.

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### Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the Code of Ethics for the South Australian Public Sector.
- Maintain a commitment to EEO, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the Public Sector Act 2009.
- Actively participate in the Department's Performance Development and Review Program.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.
- Sound understanding of legislative requirements and best practice in relation to work health and safety.
- Shows an accurate understanding of and can apply the *Botanic Gardens and State Herbarium Act 1978, Regulations 2021. Road Traffic Act* and associated national requirements of botanic gardens horticulture.

DEW Branch:	Botanic Gardens and State Herbarium	Date classified:	31/05/2019
DEW Division:	Environment, Heritage and Sustainability	Classified:	Yes