

POSITION DESCRIPTION	
Position Title: 1 st Year Landscape Construction Apprentice	Division: Museums
Reports To: Narmbool Site Managers	Workplace level: First year apprentice is classified as 75% of Sovereign Hill EBA Level 7
Loading: Full Time	Special: Includes one day per week tertiary study offsite Will be required to be available to work weekends, public holidays and school holidays
Position Created: 7 September 2017	Position Review date:

ORGANISATIONAL ENVIRONMENT

The Organisation

Sovereign Hill is internationally recognised as Australia's foremost outdoor museum. The Sovereign Hill Museums Association is a not-for profit community-based museum organisation which includes: Sovereign Hill Outdoor Museum, the Gold Museum, Sovereign Hill Hotel, Blood on the Southern Cross and Narmbool.

The Department/Area

Located on the traditional land of the Wadawurrung people, Narmbool was first settled by Europeans in 1839. The first building in the homestead precinct was a two-roomed bluestone cottage built around 1850. Today's homestead dates from 1889 and has been given a D-Classification by the National Trust. Today, Narmbool is a 2,000 hectare pastoral property and consists of the Garden Room Restaurant, as well as Narmbool Lodge, Manna's Outstations and Tea-Tree Bush Camp.

ORGANISATIONAL CHARTER

Purpose

Our purpose at Sovereign Hill and the Gold Museum is to inspire an understanding of the significance of the central Victorian gold rushes in Australia's national story, and at Narmbool of the importance of the land, water and biodiversity in Australia's future.

Mission

Our Mission is to collect, conserve and interpret the mining, social, cultural and environmental heritage of the Ballarat region.

Values

Service

We will ensure that every visitor's experience is satisfying, and that their needs are paramount in our decision-making.

Respect

We will act with respect and free from any form of discrimination in what we say and do towards our colleagues, our visitors, and all with whom we do business; we will respect each other's dignity and right to privacy; and respect the assets we share in doing our jobs.

Safety

We will maintain a safe and healthy workplace for all our visitors and for all who work on our sites.

Integrity

We will act in accordance with international and national codes of ethical practice for museums, including respect for the tangible and intangible heritage we collect, research and interpret; for the primary role of museums as places of lifelong learning; and as individuals, work to help and support colleagues, work diligently to complete tasks, and at all times act honestly.

Responsibility

We will be a socially and environmentally responsible business and employer, and a vital partner in the development of our region; and as individuals, take responsibility for our actions and ensure our decision-making is objective, consistent and complies with policy and legislation.

Sustainability

We will maintain our financial viability and independence by using our resources efficiently and effectively.

PRIMARY ROLE

The 1st Year Landscape Construction Apprentice is responsible for assisting with environmental conservation and maintenance of the property, and presentation of the heritage and other decorative gardens. A combination of onsite and offsite training will be required to complete the apprenticeship.

DIRECT REPORTS

- Nil

WORKS CLOSELY WITH

- Narmbool Site Managers
- Narmbool Landscaper
- Narmbool Farm Manager
- Narmbool donor family

JOB TASKS AND RESPONSIBILITIES	
Key result area	Major activities
Gardening	<ul style="list-style-type: none"> • Assist in maintaining all garden areas including formal homestead terraced gardens, parklands, waterways and general landscaped areas • Assist with the development of new garden beds and landscape projects • Assist with new and replacement plant selections and propagation • Assist in the maintenance and management of turf areas • Assist in delivery of current weed management plan • Assist in development of future weed and pest management plans • Assist in the maintenance of walking tracks and farm access areas • Assist in the installation and maintenance of new screening plantings • Assist with general maintenance and presentation of gardens for formal events including high teas, weddings and conferences. • Work with the education team to assist in the delivery of new environmental projects
Apprenticeship/ Course Work	<ul style="list-style-type: none"> • Enrol in and undertake the course requirements of Certificate III Landscape Construction • Ensure attendance at all required offsite and onsite training sessions • Ensure course work is thoroughly completed and handed in by due dates • Ensure attendance at all compulsory examinations • Ensure completion of all required documentation relating to the traineeship including VECCI forms, TAFE enrollment forms etc, by due dates • Immediately seek assistance and/or additional tutoring/explanation when required
Teamwork	<ul style="list-style-type: none"> • Ensure work areas are well presented and free from hazards • Work cohesively with all team members • Participate in the induction, training and mentoring of new staff as required • Contribute to the enhancement of staff knowledge and skills
Operations	<ul style="list-style-type: none"> • Undertake the responsibilities of the position adhering to: <ul style="list-style-type: none"> ➢ The Sovereign Hill Code of Conduct ➢ Sovereign Hill Workplace Safety Rules ➢ SHMA policies and procedures ➢ Equal Opportunity and anti-discrimination legislation and requirements ➢ Occupational Health and Safety (OH&S) legislation and requirements • Participate in performance reviews, meetings and staff training and professional development as and when required

JOB TASKS AND RESPONSIBILITIES	
Key result area	Major activities
	<ul style="list-style-type: none"> • Champion, advocate and enforce all organisational policies, procedures and practices • Foster a culture which values safety as primary consideration in all activities. • Other relevant tasks as required

KEY SELECTION CRITERIA
<ul style="list-style-type: none"> • Basic knowledge of garden terminology is preferred but not essential • Possess a genuine interest in gardening • Good communication skills to ensure a safe working environment • Have self-motivation and have the ability to work with minimum guidance • Excellent time management skills with ability to do tasks within a time frame • A demonstrated awareness of OHS requirements when using tooling and machinery • Ability to work across flexible rosters including weekends, public holidays and school holidays

REQUIRED LICENCES/CERTIFICATES
<ul style="list-style-type: none"> • Working with Children Check • Police Check

SPECIFIC HEALTH AND SAFETY REQUIREMENTS
<ul style="list-style-type: none"> • This position is quite physically demanding as gardening and landscaping requires the incumbent to climb ladders, bend down low to plant and weed, lift/shovel heavy loads (within required limit restrictions), push wheelbarrows etc. In order to meet the inherent duties and responsibilities of the position, the incumbent must be physically capable of performing these duties. A pre-employment medical is required before commencement.

OTHER
<ul style="list-style-type: none"> • Must be eligible to work in Australia

EMPLOYERS APPROVAL OF POSITION DESCRIPTION

Brett Dunlop _____ Signature _____ Date of approval _____
Director Museums

Mark Karlovic _____ Signature _____ Date of approval _____
Head People Performance and Legal

EMPLOYEE ACKNOWLEDGMENT OF POSITION DESCRIPTION

I have received a copy of the Position Description and have read, understood and accept its contents.

Employee Name Employee Signature _____ Date _____