

POSITION DESCRIPTION	
Position Title: Landscaping Team Leader - (Narmbool)	Division: Museums
Reports To: Narmbool Site Managers	Workplace level: Salaried
Loading: Full-time	Special: Will be required to be available to work weekends, public holidays and school holidays
Position Created: 1 November 2017	Position Review date: 6 February 2018

ORGANISATIONAL ENVIRONMENT

The Organisation

The Sovereign Hill Museums Association is a not-for profit community-based museum organisation that collects, researches and interprets the heritage of the gold rushes and the Ballarat region. The organisation includes Sovereign Hill Outdoor Museum, the Gold Museum, Sovereign Hill Hotel, “Blood on the Southern Cross” and Narmbool.

The Department/Area

The Museums Division cares for, researches and interprets the Association’s museum collection of some 150,000 items. It presents a variety of public programs — exhibitions, education programs, guided tours, interpretive activities and other events associated with the heritage of the Ballarat region.

The Narmbool department operates the environmental discovery camp facilities and programs for school students and supports a busy function centre, as well as coordinating activities with the Farm Manager and Patrons. Today’s homestead dates from 1889 and has been given a D-Classification by the National Trust. Narmbool is a 2,000-hectare property and consists of the Garden Room Restaurant, which was built by Sovereign Hill as an elegant venue for special occasions, as well as Narmbool Lodge, Manna’s Outstation and Tea Tree Gully 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.

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.

Responsibility

We will be a socially and environmentally responsible business and employer.

Sustainability

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

PRIMARY ROLES

The Landscaping Team Leader Narmbool is responsible for the design, development and maintenance of heritage and decorative gardens and environmental conservation and maintenance of the property at Narmbool, whilst providing team leadership and working 'hands-on' as an active member of the Narmbool Gardening Team.

DIRECT REPORTS

- Landscape Construction Apprentice

WORKS CLOSELY WITH

- Narmbool Site Managers
- Narmbool Education and Operations Manager
- Narmbool Farm Manager
- Narmbool donor family

JOB TASKS AND RESPONSIBILITIES	
Key result area	Major activities
Gardening	<ul style="list-style-type: none"> • Develop, implement and maintain a weed control management plan • Manage the departments waste disposal to ensure it is environmentally friendly and sustainable • Ensure the correct use and handling of horticulture chemicals for fertilizing, pest and weed control • Develop and run guided tours of Narmbool gardens • Maintain fire control program • Design, implement and maintain new landscape, garden areas and flower beds for display • Develop, implement and maintain gardening maintenance programs • Ensure general maintenance programs are followed • Ensure the department operates within budget constraints • Negotiate with external contractors and suppliers for the delivery and supply of goods and services • Follow all Sovereign Hill procedures on the processing of invoices, orders, timesheets and other such administrative tasks as required • Ensure the safe operation, maintenance, general care and replacement of trade tools, and plant and equipment • Perform First Aid duties as required • Provide generalist and specialist gardening duties across Narmbool • Undertake basic duties and responsibilities of the Narmbool Site Managers if required
People	<ul style="list-style-type: none"> • Provide day to day leadership, coordination and support of staff and in relevant projects • Prepare gardening staff rosters in line with budgets and priorities • Coordinate induction, training and mentoring of new and existing staff as and when required • Liaise and work with Narmbool Site Managers regarding staff issues, recruitment etc. as required
Teamwork	<ul style="list-style-type: none"> • Ensure work area is presented at optimum level • Work in and maintain a healthy team spirit • Perform other duties to aid team effectiveness when required • Provide astute leadership by setting an example to all staff • Participate in organisational events and promotional activities as required

JOB TASKS AND RESPONSIBILITIES	
Key result area	Major activities
Operations	<ul style="list-style-type: none"> • Undertake the responsibilities of the position adhering to: <ul style="list-style-type: none"> ➢ SHMA policies and procedures ➢ The Sovereign Hill Code of Conduct ➢ Sovereign Hill Workplace Safety Rules ➢ Equal Opportunity and anti-discrimination legislation and requirements; ➢ Occupational Health and Safety (OH&S) legislation and requirements. • Be constantly aware of the OH&S standards in the use of, equipment and chemicals • Participate in annual performance reviews, meetings and staff training and professional development as and when required • Help foster a culture which values safety as primary consideration in all activities • Wear uniform in accordance with the museum guidelines • Any other relevant duties as required

KEY SELECTION CRITERIA
<ul style="list-style-type: none"> • At least five years work in a Horticulture/Landscaping position or role post Apprenticeship • Experience in staff management within a gardening/landscaping environment is essential • Effective time management skills with the ability to prioritise tasks • Must display initiative and problem solving skills whilst being able to meet deadlines • Demonstrated capacity for leading a team with a diverse range of people to achieve goals efficiently and effectively • Demonstrated ability to coordinate and manage projects • Excellent written and oral communication skills and the ability to present in a professional manner with the general public • A solid understanding of and commitment to ensuring a safe work environment • Demonstrated ability in the use of a range of horticultural machinery and vehicular plant (chain saws, push-mowers, ride-on mowers, brush cutters, <i>etc</i>) • Ability and willingness to work across flexible rosters including weekends, public holidays and school holidays if required

QUALIFICATIONS
<ul style="list-style-type: none"> • Relevant TAFE qualification in Horticulture and/or Landscape Gardening at a Certificate III level or higher

REQUIRED LICENCES/CERTIFICATES

- Manual Transmission Driver's Licence
- Current First Aid Level 2 Certificate
- Chainsaw Operators Certificate
- Agricultural Chemical User Permit or Farm Chemical Users Certificate or equivalent
- Working with Children Check
- Police Check
- Working at Heights Certificate would be highly desirable

SPECIFIC HEALTH AND SAFETY REQUIREMENTS

- This position is quite physically demanding as horticulture 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.* A pre-employment medical is required before commencement of this position.

OTHER

- Must be eligible to work in Australia

EMPLOYERS APPROVAL OF POSITION DESCRIPTION
Erin Santamaria

Acting Director Museums

 Signature

 Date of approval

Mark Karlovic

Head People Performance & Legal

 Signature

 Date of approval

EMPLOYEE ACKNOWLEDGMENT OF POSITION DESCRIPTION

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

 Employee's Name

 Employee's Signature

 Date