

Position Description

Trainee Horticulture

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: September 2019

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Applicants must be eligible for a Government funded traineeship.

Assessed entry level of position within salary system:	In accordance with Clause 30E of the Local Government (State) Award 2017
Position limit within salary system: (20 Grade structure)	National Training Wage
Status of position:	Traineeship
Hours of work per fortnight:	76

Organisational relationships

Directorate:	Works & Civil
Section/Unit:	Open Spaces & Facilities
Team:	Open Spaces
Work base:	Townsend Depot or Rushforth Road Depot (as appropriate to the position), however this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
Position responsible to:	As appropriate to the position
Level of support and supervision:	High supervision
Level of personal management	Low
Level of teamwork required:	High
Supervision of staff:	N/A
Internal contacts:	Primarily within the relevant Section
External contacts:	General public

Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Capable of working in difficult terrain, including walking up and down embankments and over rough ground, with prolonged standing, frequent bending and kneeling

Frequent driving between job sites

Manual handling (including heavy lifting with assistance) and general labouring duties

Access and egress to plant and equipment

Purpose of the position

To participate as a productive member of the team and undertake assigned work tasks and activities within the workplace and training program

To provide high quality customer service delivery which promotes a positive and professional image of Council and the Section

To perform tasks associated with the Opens Spaces function as directed

To complete an appropriate course of study (eligibility for a Government funded traineeship is required). The approved course of study is as follows:

- Certificate III in Horticulture

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Literacy and numeracy skills and ability to complete standard forms

Experience

Previous experience, knowledge or interest in the field of Horticulture

Position related skills

Ability to follow instructions

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

A demonstrated commitment to and knowledge of Work Health & Safety requirements

Ability to work in a team

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Licences/tickets, clearances, membership

WHS Construction Induction Training Certificate (NSW) or equivalent recognised in NSW

Desirable selection criteria

Current Class C Drivers Licence

Other features of this position may include

Not applicable

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.

Signed: Date

Employee
