

Dear Applicant,

Thank you for your interest in a position with Council.

Lane Cove is renowned for its sense of community with an emphasis on bushland, waterways and the people who call Lane Cove home. As a Council, we are focused on ensuring Lane Cove is a liveable community and we have a wide variety of roles to help make that happen. The efforts of our teams were recognised in the 2023 Australian Liveability Census, with Lane Cove taking out first place in NSW and second overall in Australia, making Lane Cove and surrounds one of the most desirable places to live in NSW.

At Lane Cove, we want to make sure we develop our staff, so we provide additional training and opportunities to work on innovative projects, which provides you with a chance to make a difference to the community and to your career.

We offer an annual bonus to reward you for your performance throughout the year which is paid in December each year. We also offer discounted gym memberships for you and your family, a Wellbeing Incentive of \$100 per year and participation in our Rostered Day Off system where you will receive a day off per fortnight.

**In order to apply for this position, you will need to complete the online application form and prepare a submission that outlines how you meet the selection criteria for the role. This is your opportunity to sell yourself to the selection panel and you should provide examples of what you have done in your career, how well you did it, and how it relates to the requirements of the role you are applying for.**

If you would like to make a difference at a local level, we want to hear from you and if you have any questions, please don't hesitate to contact us.

**Yours sincerely**

Brenda Brown  
**Manager People & Culture**

## Position Description – Qualified Gardener/Greenkeeper

<b>Position Number:</b>	21731
<b>Division:</b>	Open Space and Infrastructure
<b>Hours Per Week:</b>	38
<b>Award:</b>	Local Government (State) Award
<b>Grade (SAS):</b>	9
<b>Location:</b>	Council Depot/Various
<b>Position Reports to:</b>	Manager – Civic Services
<b>Positions Reporting Direct to this One</b>	Nil

### Our Values



#### Customer focus

We listen to the needs and wants of our customers and provide exceptional customer service



#### Integrity

We are fair and consistent in our actions and we act ethically, honestly, responsibly and respectfully



#### Consultation

We seek to understand before acting and are sensitive to residents needs and situations



#### Equity

We deal equally and honestly with customers and each other



#### Leadership

We focus attention on what is really important, lead by setting a good example and seek to improve outcomes, processes and relationships

### Position Description Coverage

This Position Description is not a complete statement of all the Accountabilities, Responsibilities, Tasks and Outcomes etc. associated with the role. It is intended only to be indicative and descriptive of the role with the incumbent required to undertake any and all tasks requested that are within their skills, competence and training.

### Accountability Objective

To ensure planting and horticulture maintenance in parks, gardens, reserves and public land to enhance recreational use and meet customer demands; to ensure planting and maintenance of street trees to enhance urban streetscapes, preserve clearances for overhead services, minimise public risk and maximise tree health; and greenkeeping and construction in parks and sporting fields, with arboriculture works in Council's reserves and streets.

### Principal Accountabilities

- Carry out basic landscape construction to satisfy customer demands.

- Maintain parks structures on a day-to-day basis to satisfy customer demands and to minimise long-term maintenance costs and public risk.
- Liaise regularly with internal and external stakeholders, including residents on a daily basis, other council staff, and representatives of other authorities (e.g., Energy Australia) to ensure smooth co-ordination of work.
- Prepare and maintain turf wickets and other turf areas; and
- Any other accountabilities or duties as directed by the supervisor which are within the employee's skills, competence and training, to assist in delivering high-quality gardening services across Council.

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## Key Organisational Accountabilities

- Contribute to improved customer service and organisational effectiveness, by acting ethically, with honesty and fairness.
- Provide exceptional customer service by listening to the needs of each customer and action in a prompt, professional and courteous manner at all times.
- Ensure that the following principles from Council's Code of Conduct are taken into consideration in the carrying out of all Council duties- integrity, leadership, selflessness, objectivity, accountability, openness, honesty and respect.
- Identify, assess and manage all risks associated with the function.
- A commitment to Council's Fraud and Corruption prevention strategy.
- Report injuries, accidents, incidents and near misses in the work area and on the corrective actions taken to prevent reoccurrence.
- Always ensure your actions contribute to a safe and healthy workplace.
- Use and properly maintain appropriate safety clothing and personal protective equipment; and
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.

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## Key Result Areas

- Maintain positive relationships with team members, Council staff, and external customers at all times (this is a highly visible role).
- Maintain up to date knowledge relating to plant identification, turf maintenance, gardening techniques and basic landscaping.
- Work completed to high standard and in line with agreed work plans; and
- Compliance with relevant horticultural/Greenkeeping and Occupational Health & Safety standards.

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## Selection Criteria

All **bold highlighted** essential criteria **must** be addressed when applying for the role.

### Essential

- **Certificate III Horticulture (Parks and Gardens), Greenkeeping or related fields (e.g., Sports Turf Management).**
- **Current Class C Drivers Licence.**

- **White Card (General Construction Induction Card).**
- **Experience in garden maintenance, Sports fields maintenance, with minor Landscape construction.**
- **Experience in using small plant equipment such as lawn mowers, hedge trimmers and whipper snippers.**
- **Demonstrated ability to work autonomously in addition to effectively contributing to a team.**
- **Demonstrated strong and effective written and verbal communication and interpersonal skills.**
- **Evidence of Work Health & Safety and Risk Management principles.**

### Desirable

- Experience in greenkeeping.
- Experience with irrigation and maintenance and understanding of nursery operations.
- Current MR Drivers Licence.
- Current First Aid certificate; and
- Current Traffic Controller, Chainsaw, Elevated Work Platform or Safe handling and application of chemicals tickets.

### Signatures

Position Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Director: \_\_\_\_\_ Date: \_\_\_\_\_

### Reviewed and Finalised

**Date: June 2024**