

Sarina Landcare Catchment Management Association Inc.
POSITION DESCRIPTION

POSITION TITLE:	Nursery Officer
LOCATION:	Sarina
TERM OF EMPLOYMENT:	Commencing September 2019 to 30 June 2020, <i>with the possibility of an extension, pending continued funding.</i>
TYPE OF POSITION:	Part-time, 50 hrs per fortnight, <i>with potential to increase hours, pending on funding.</i>
REPORTS TO:	Coordinator
LEVEL:	Annual equivalent \$42,306.16 - 49,558.08 <i>(based on Grade 3-5 Nursery Award 2010)</i>

PURPOSE OF POSITION

The purpose of the position is to:

- Manage, maintain and promote the SLCMA Community Nursery
- Coordinate, deliver and actively promote the SLCMA Community Volunteer Program, including supervision and training of volunteers.
- Provide support for community awareness raising events and displays and the promotion of SLCMA projects and programs.

The position reports to the Coordinator and is required to work closely with other key members of the SLCMA team including the SLCMA management committee.

ORGANISATIONAL ENVIRONMENT

SLCMA is a representative not-for-profit incorporated organization and is governed by a management committee in accordance with the provisions of the *Associations Incorporation Act*.

SLCMA implements various Natural Resource Management programs in the Sarina Catchment Area. These programs occur within the local community and/or are part of region wide programs delivered in conjunction with other stakeholders and ICM/Landcare groups.

SLCMA encourages and assists the local community to understand, manage and retain the natural resources and unique biodiversity within the Sarina Catchment. We do this through a strategic integrated approach to natural resource management and biodiversity conservation.

We work in partnership with the community and stakeholders to develop and implement priority Landcare & Natural Resource Management projects to undertake activities such as: native plant propagation, property visits and land management advice to landholders; on-ground rehabilitation projects; engaging youth and volunteers in educational and practical Landcare activities, general awareness raising within the community.

SLCMA operates the SLCMA Community Nursery as a training facility for volunteers and community members in the propagation of native plants as well as to produce native plants for use in local environmental rehabilitation projects, landscaped areas and gardens.

WORKING ENVIRONMENT

SLCMA operates within the Sarina Catchment Area which includes subcatchments of all coastal streams from Alligator Creek in the north to Cattle Creek in the south, west to the Connors Range. The administration area is Sarina with the position operating out of an office provided by Mackay Regional Council to SLCMA, at 101 Beach Road, Sarina.

REMUNERATION & HOURS

The position is part-time, 50 hours per fortnight until 30 June 2020, with the possibility of an extension, pending continued funding.

The position attracts an annual equivalent salary of \$42,306.16 - 49,558.08 including long service leave, 9.5% employer super contribution, 4 weeks annual leave (pro rata) plus 17.5% annual leave loading.

A performance review will be conducted after a three month probation period commencing from commencement of employment.

PRIMARY DUTIES AND RESPONSIBILITIES

Under the direction of the Coordinator, the Nursery Officer will be responsible for the efficient and effective delivery and reporting of the following activities:

SLCMA Community Nursery - manage, maintain and promote the nursery facility including the Water Treatment Train

- Planning for propagation of native plants for up & coming projects and programs
- Maintain high levels of cleanliness and hygiene of the facility including control pests and diseases; use and maintenance of tools and equipment
- Maintain accurate records: quarterly stocktakes, plant orders & sales
- Maintenance and management of SLCMA Propagation Licence
- Actively plan for, promote and source additional income sources for the nursery eg. plant sales & events
- Compile plant orders, liaise with landholders and provide technical information about plants to volunteers & customers
- Update Nursery Procedure Manuals for staff & volunteers
- Update irrigation system to ensure adequate and efficient watering of plants

SLCMA Community Volunteer Network – coordinate, deliver and actively promote the SLCMA Community Volunteer Program, including supervision and training of volunteers

- Workplace health and safety – provide safety induction to new SLCMA volunteers and undertake regular risk assessments on activities
- Provide training to SLCMA volunteers in activities such as seed collection, cleaning and propagation, and basic nursery activities, i.e. preparing potting mix, hygiene, use of tools and equipment.
- Plan and prepare activities for SLCMA volunteers prior to each event
- Transport SLCMA volunteers for field trips using the SLCMA vehicle.

Onground projects:

- Provide direction to the Revegetation Supervisor to plan for and deliver onground projects
- Prepare & record plant orders for onground projects

SLCMA Duties:

- SLCMA seedbank: maintain records, utilise and contribute to the seedbank.
- Collection, preparation of herbarium samples for identification and maintain records.
- Actively participate staff and Management Committee meetings, as required.
- Community awareness raising: Assist with SLCMA displays and events, as needed.
- Contribute to the ongoing planning and maintenance of the Sarina Community Native Gardens and SLCMA's educational precinct.
- Communication & promotion: Prepare articles for monthly SLCMA newsletter such as SLCMA Community Volunteer Program and plant of the month; contribute to the organisations' website and facebook page.
- Prepare written monthly progress reports and workplan to the Coordinator and Management Committee
- Other duties as agreed and directed by SLCMA Coordinator and/or Management Committee

Other Information

- Ability to be flexible with work hours, i.e. early starts or weekends such as to attend events, volunteer activities. Time off in lieu will apply.
- The position may require use of private vehicle for work purposes. This will be pre-approved by the Coordinator &/or SLCMA Management Committee and a vehicle allowance will be paid according to current ATO rates.
- SLCMA is an equal opportunity employer.
- The organisation employs a no smoking policy in its offices and motor vehicles.
- All SLCMA employees are responsible for maintaining a safe, equitable and harassment free workplace.
- Due to changes within and outside of the Organisation, the duties and responsibilities may change from time to time.

SKILLS & EXPERIENCE REQUIRED:**Qualifications:**

- Certificate 2 or 3 in Horticulture, Rural Operations, Conservation and Land Management or similar workplace experience.
- Current certificates or willingness to obtain certificates such as defensive driver training, volunteer risk management, Senior First Aid, Working with children blue card.

Experience:

- Previous experience working within a similar role/industry such as plant nursery or horticulture/ conservation and land management industry.
- Experience working with and providing direction to volunteers, community and youth.
- Experience in native plant identification and propagation.
- Queensland manual drivers licence and experience driving with a trailer.

Skills:

- Competent computer skills - Microsoft Office (Word, Excel and Outlook)
- Excellent verbal and written communication
- Must be motivated, enthusiastic and have excellent communication skills that can be applied to a range of audiences including volunteers, peers, landholders, project partners and youth.
- Good organizational skills, ability to prioritise, plan and undertake tasks unsupervised, to meet deadlines.
- Ability to implement a risk assessment process and manage safety on site

SELECTION CRITERIA

SC1 – Demonstrated experience in the management &/or operation of a plant nursery including managing pests and diseases, irrigation systems, maintaining plant health

SC2 – Demonstrated knowledge and experience of native plant identification, seed collection and propagation techniques.

SC3 – Knowledge and understanding of principles and practices associated with community volunteer programs including volunteer recruitment, workplace health and safety, training and on-going support.

SC4 - Demonstrated ability in coordinating project works including planning, prioritising and organising project tasks, with minimum supervision.

SC5 – Demonstrated high level of written and verbal communication skills with the ability to liaise, consult and negotiate with, and transfer knowledge to a wide range of staff and stakeholders.

SC6 - Demonstrated computer skills including word processing, spreadsheets, mapping, emails and social media.

Conclusion

This job description is intended to convey information to understand the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Please your application including a cover letter, Resume and responses to Selection Criteria to coordinator@sarinalandcare.org.au by **5pm Monday 2 September 2019**.