Role Description
Flower Gardener

Cluster	Education
Agency	Department of Education
Division/Branch/Unit	School Operations and Performance
Classification/Grade/Band	Flower Gardener
ANZSCO Code	362211
PCAT Code	1112292
Date of Approval	16 March 2017
Agency Website	www.dec.nsw.gov.au

Agency overview

The NSW Department of Education provides, funds and regulates education services for NSW students from early childhood to secondary school, delivering world-class education through its public schools and providing funding support to non-government schools. We employ, develop and support teachers, leaders and other staff to deliver the best outcomes for students and to advance the wellbeing of Aboriginal people.

Primary purpose of the role

Maintains and beautifies the grounds and gardens of a Departmental school. The role assists with: crop production and disposal; machinery operation; maintenance of garden equipment; receipt and storage of supplies; and general garden maintenance.

Key accountabilities

- Perform a range of gardening tasks to maintain and beautify the school's gardens, vines, orchards and flower beds, including planting, sowing, raising seedlings, weeding, pruning, and harvesting as required
- Maintain the school's grounds and specialist sporting areas as directed, for example turf, cricket wickets, tennis courts, and swimming pool surrounds
- Operate and monitor controlled-use watering systems on playing fields and gardens; apply fertiliser and top dressing as required
- Collect, remove and appropriately dispose of all clippings and pruned materials
- Safely and proficiently operate garden machinery and equipment; store and maintain equipment and tools in accordance with manufacturer's instructions, including but not limited to, irrigation systems, mechanical equipment, sprays, and hand tools
- Undertake stock control duties, including the receipt, storage and inventory of garden supplies, in accordance with school procedures and safe work standards (e.g. chemical storage and handling)
- Other related duties of the role, within the skills and competencies of the flower gardener, as directed by the principal or farm staff

Key challenges

- Maintaining the gardens and grounds as agreed with the role supervisor
- Responding flexibly in an unpredictable environment, including in times of inclement weather
- Maintaining cooperative relationships with farm and grounds staff

Key relationships

Who	Why
Internal	
School principal or appointed delegate	• Receive guidance and instructions; escalate significant safety or equipment issues • Receive feedback regarding performance
Farm and grounds staff	• Maintain cooperative working relationships and liaise to ensure coordinated tasking • Receive instructions, direction and/or guidance regarding crops and garden tasks / activities • Discuss issues that may impact on safety, efficiency or task completion • Receive ongoing performance feedback, coaching and on-the-job training
Students / staff	• Behave respectfully, courteously and helpfully at all times
External	
Approved suppliers	• Liaise to receive garden supplies, tools and equipment

Role dimensions

Decision making

Undertakes routine and repetitive tasks involving the application of clearly prescribed standards / manufacturer's instructions within level of training. Works under direct supervision as a member of a team. Uses some discretion in completing tasks within duties allocated by the role supervisor. Identifies and reports health and safety-related hazards to the school principal or approved delegate.

Reporting line

Reports to the school principal or an appointed delegate.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Ability to perform gardening tasks and maintain grounds, gardens, vines, orchards and flower beds, including crop production
- Effective communication skills
- Mechanical aptitude and an ability to operate vehicles, machinery and equipment associated with the maintenance of grounds, garden beds and watering systems
- Valid Working with Children Check clearance

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	**Foundational**
	Value Diversity	Foundational
Relationships	Communicate Effectively	Foundational
	Commit to Customer Service	Foundational
	Work Collaboratively	**Foundational**
	Influence and Negotiate	Foundational
Results	Deliver Results	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	**Foundational**
Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	**Foundational**

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Manage Self	Foundational	• Be willing to develop and apply new skills • Show commitment to completing work activities effectively • Look for opportunities to learn from the feedback of others
Relationships Work Collaboratively	Foundational	• Work as a supportive and co-operative team member, share information and acknowledge others' efforts • Respond to others who need clarification or guidance on the job • Step in to help others when workloads are high • Keep team and supervisor informed of work tasks
Results Demonstrate Accountability	Foundational	• Take responsibility for own actions • Be aware of delegations and act within authority levels • Be aware of team goals and their impact on work tasks • Follow safe work practices and take reasonable care of own and others health and safety • Escalate issues when these are identified
Business Enablers Project Management	Foundational	• Plan and deliver tasks in line with agreed schedules • Check progress against schedules, and seek help to overcome barriers • Participate in planning and provide feedback about improvements to schedules