Role Description
Groundsman

Cluster	Education
Agency	Department of Education
Division/Branch/Unit	School Operations and Performance
Classification/Grade/Band	Groundsman
ANZSCO Code	899311
PCAT Code	1112292
Date of Approval	17 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 the grounds, gardens and ovals of a Departmental school. This includes operating and maintaining equipment and general garden maintenance.

Key accountabilities

- Maintain all grassed areas, trees and shrubs outside those cared for by other grounds and/or garden staff
- Maintain and attend to the upkeep of specialist sporting areas
- Operate and monitor controlled use watering systems on playing fields and gardens; apply fertiliser and top dressing as required
- Safely and proficiently operate mowers, tools and equipment; store and maintain mowers, tools and equipment in accordance with manufacturer's instructions

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 garden staff

Key relationships

Who	Why
Internal	
School principal or appointed delegate	• Receive guidance and instructions; escalate significant safety issues • Receive feedback regarding performance
Farm and garden staff	• Maintain cooperative working relationships and liaise to ensure coordinated tasking • Receive instructions, direction and/or guidance as required • 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 mowers, 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

The Groundsman reports to the school principal or an appointed delegate.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Certificate III in Sports Turf Management, Horticulture or similar and/or relevant experience maintaining grounds and playing fields
- Previous experience operating mowers, tools and equipment associated with the maintenance of grounds and watering system
- 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**
	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	**Foundational**
	Value Diversity	Foundational
	Communicate Effectively	Foundational
	Commit to Customer Service	Foundational
	Work Collaboratively	**Foundational**
	Influence and Negotiate	Foundational
	Deliver Results	Intermediate
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	**Foundational**
	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

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		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