

Position Title:	Gardener
Award / Level:	LGA Level 4
Department:	Venue Services at Penrith Regional Gallery
Type:	Part-Time

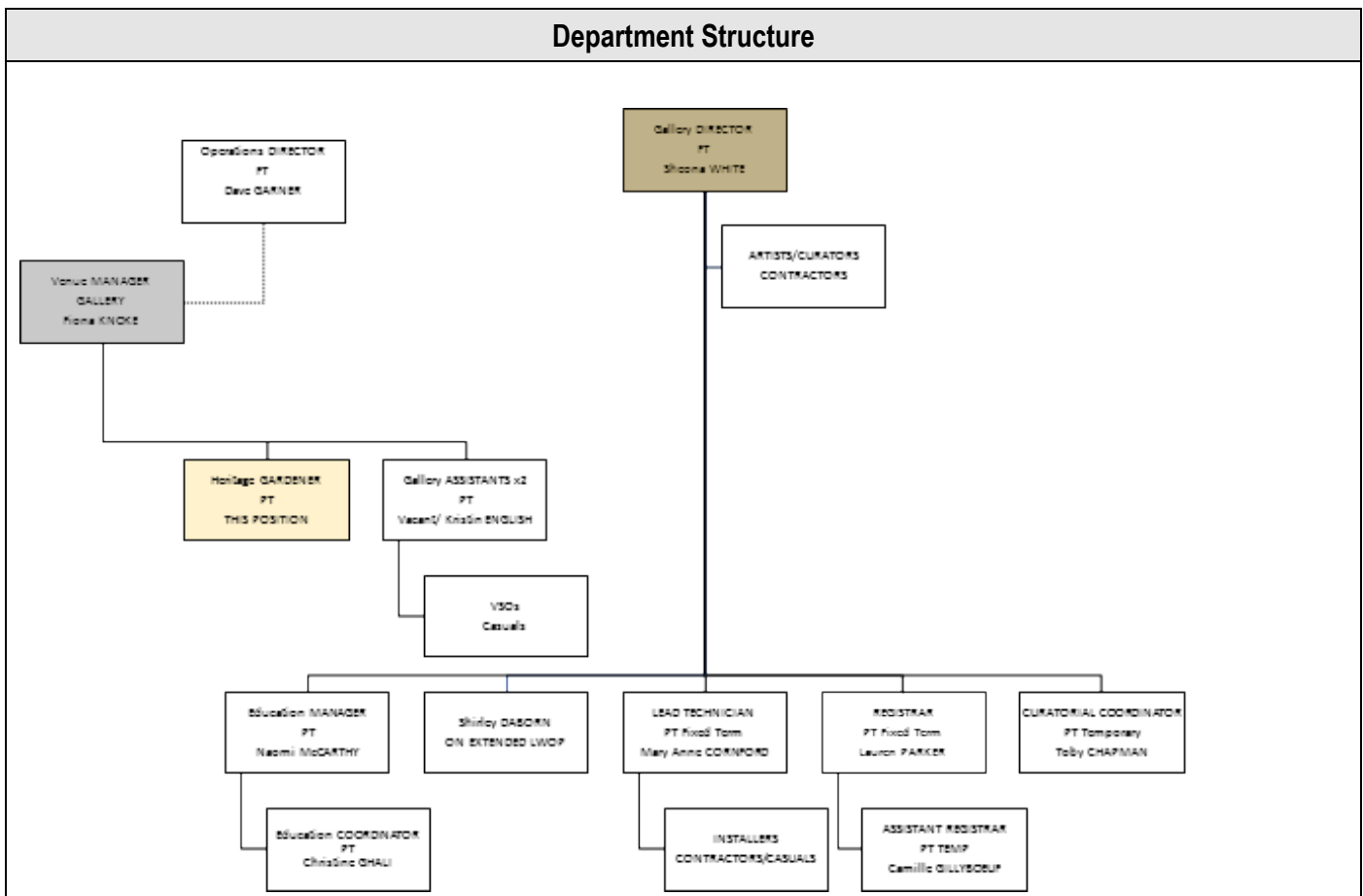
Position Purpose

A critical part of the Venue Services team at Penrith Regional Gallery, Home of the Lewers Bequest and reporting to the Venue Manager Gallery, the Heritage Gardener is an experienced horticultural specialist with a sensitivity towards the history and design of the artist designed heritage garden on site that now serves as a popular public space.

The Heritage Gardener manages and maintains the heritage gardens and site of the Penrith Regional Gallery – Home of the Lewers Bequest (Gallery) in accordance with long established design, and with close reference to Conservation Management Plans as may be current as well as an agreed annual maintenance schedule.

The Gardener supports the events, activities and programs of the Gallery as a critical component of the site’s story as an artist’s garden and sculpture park with a strong current creative overlay.

Department Structure



Key Result Areas

1. Garden Management and Maintenance

Major Actions

- Care for and maintain all external garden areas including plants (watering, weeding, mowing etc), watering and lighting systems and tend to maintenance/cleanliness of external common areas and site.
- Ensure that the gardening services are in accordance with any current approved heritage garden conservation management plans and related gardening maintenance schedules.
- Define and maintain paths throughout the site with a view to both aesthetics and safety.
- Maintain all company provided tools ensuring they are stored safely and securely, away from the general public at all times
- Provide ongoing advice and apply expertise on newer technologies and/or techniques to increase aesthetics, productivity or efficiency of the role or garden.

Performance Measures

- Well presented garden and site in keeping with artistic and heritage story
- Healthy plants with a low level of weeds
- Continuous garden improvement and seasonal adjustments
- Safe site with a low level of incident and none due to negligence

2. Administration

Major Actions

- Comply with the spring/summer cycle of tasks and garden considerations, specifically detailing what actions are required for different parts of the site at different seasons
- With budgetary approval from Venue Manager, purchase supplies and appropriately account for the spend through finance processes
- Report regularly on Garden matters and activities

Performance Measures

- Compliance of the gardening calendar with defined daily, weekly, periodic and seasonal tasks
- Purchases in budget and well planned for
- Shared understanding of Garden requirements and outcomes by broader team

3. Programs and events

Major Actions

- Assist with Gallery and Venue activities (ie gardens presentation ready for wedding photography/openings etc)
- With the Venue Manager, ensure garden is ready for events and functions and factor Gallery program into Garden maintenance schedules where possible.
- Answer enquiries from members of the public in relation to the garden's contents, history and significance
- Conduct fortnightly public garden tours, if required.

Performance Measures

- Events delivered as required
- Garden features as a positive asset to organisation, programs and business
- Increased public programs and community participation in garden offer

NB: All shaded Key Result Areas are compulsory for every Position Description**KEY RESULT AREAS****4. Customer Service****Major Tasks**

- Provide effective service to PP&VA customers and the community
- Provide effective service to internal customers
- Accurately identify the needs of customers
- Take action to satisfy customer needs
- Present a positive image of PP&VA/ The Joan/ The Gallery

Performance Measures

- A calm conciliatory approach is used in all customer dealings
- Active listening techniques are applied in customer dealings
- Customer needs are identified and confirmed with the customer
- Appropriate action to satisfy the customer need is identified and implemented
- Personal presentation and grooming adheres to organisational and departmental guidelines

5. Corporate Governance and Effective Work Practices**Major Tasks**

- Carry out work in line with relevant legislative and statutory requirements and /or industry codes, practices and standards
- Adhere to Code of Conduct, EEO and anti-discrimination policies
- Take responsibility for and manage own work and contribute to a productive work environment
- Accept and contribute to workplace change
- Undertake workplace tasks as directed
- Work cooperatively with others to facilitate workplace learning
- Work in an ethical manner and comply with PP&VA's code of conduct and other governance documents adopted by the organisation from time to time
- Resolve workplace conflict in line with PP&VA policy
- Undertake recordkeeping activities in accordance with PP&VA's Records Management business rules, procedures, policies, and any relevant State Records Legislation

Performance Measures

- Relevant legislative and statutory requirements and /or industry codes, practices and standards are always complied with
- Work reflects application of, and adherence to, EEO and anti-discrimination policies
- A positive work atmosphere is maintained by acting and communicating in an effective and appropriate manner with all customers, external contractors, co-workers, supervisors, and managers
- Work tasks are appropriately prioritised and time effectively managed
- Productivity is consistent with reasonable expectations of a proficient employee in the position
- Implications of workplace change are identified and accepted
- Agreed changes to improve work outcomes are acted upon
- Direction from supervisor is accepted and acted upon
- Requests to take on alternative duties from time to time are accepted and adhered to
- Council training is attended when required
- Training needs of other employees are identified, and appropriate action identified and implemented
- All work is ethical and complies with PP&VA's Code of Conduct and governance documentation
- Workplace conflict is resolved in line with PP&VA's Grievance procedures
- Record keeping activities are undertaken in accordance with PP&VA's policy and procedural requirements
- PP&VA's official information is captured in the Corporate Information Management System - IMS

Individuals with NO Staff reporting to them

6. Work Health and Safety (WHS)

Major Tasks

- Attend training as required
- Perform work in accordance with WHS policies and procedures
- Participate in consultative processes for the management of WHS

Performance Measures

- All required training has been completed
- WHS procedures are identified and complied with
- Participation in consultation process is on record

Qualifications, Experience and Specialist Skills & Knowledge

Essential

- Demonstrable experience of at least five years in a similar role
- Current NSW Drivers licence
- Good physical fitness and an ability to work outside in all weather

Desirable

- Qualifications in horticultural or land management disciplines

Position Based Core Skills Training

- Work Health and Safety
- Equal Employment Opportunity and Diversity
- Governance
- Drug and Alcohol Control Policy
- Manual Handling
- Hazard Identification
- Code of Conduct

Values and Behaviours

Penrith Performing & Visual Arts Ltd and Staff support the following Values and Behaviours:

Integrity

- I am honest, ethical and maintain public trust
- I do what I say I'm going to do and I stand up for what I believe in
- I set a standard to be proud of amongst the community
- I do the right thing - even when no-one is looking

Selflessness

- I am willing to put others before me and assist them when needed
- I put the good of the organisation and the community above personal goals
- I support sustainability and cater for the wellbeing of future communities
- I uphold social justice principles

Values and Behaviours

Accountability

- I take responsibility for decisions and actions, whatever the outcome
- I take responsibility for work, behaviour and how resources are used
- I ensure a safe and healthy workplace
- I take ownership of my work
- I operate within delegations

Honesty

- I tell the truth and correct misinformation
- I will refuse any bribes and I do not steal
- I trust in our relationships
- I ensure duties are undertaken in a lawful manner

Leadership

- I am creative and innovative
- I take responsibility and I am a good role model
- I inspire others in the organisation and community to be the best they can
- I have the courage to do the right thing
- I listen and communicate clear directions and actions

Impartiality

- I am always fair and treat people equally
- I am understanding and act objectively
- I separate personal interests from work responsibilities
- I base all decisions on merit and facts I am consistent in the application of processes

Openness

- I am transparent and straight-forward
- I am able to discuss problems or concerns and give reasons for decisions
- I share information appropriately
- I am obliged to report wrong-doing

Respect

- I treat others fairly and objectively
- I value and accept other people's differences
- I treat others with dignity, kindness and in the spirit of service
- I treat people how I would like to be treated
- I recognise the worth of individuals