PP&VA

POSITION DESCRIPTION

Heritage Gardener

Position Details	
Position Title:	Heritage Gardener
Award / Level:	LGA Level 4
Department:	Operations
Employment Type:	Permanent Part-Time
Reports To:	Facilities Manager
PD Review Date:	

Position Purpose

PP&VA is a small, passionate and dedicated organisation that exists to serve our community through art, music and culture. Each role has its own focus, and we achieve our purpose by working together.

The heritage gardens of Lewers: Penrith Regional Gallery form an important part of the historic gallery site and are managed and maintained with a sensitivity to garden conservation, compliance with a developed Conservation Management Plan, and working in accordance to long established design principles. The gardens are culturally sensitive having been established in the 1950s and 60s and form a significant part of the Lewers Family gift of the site to the people of Penrith. For these reasons, a sensitive and motived Heritage Gardener is a vital part of our team.

While working within the Operations team of PP&VA, the Heritage Gardener also works closely with the Curatorial, Programs, and Events Teams, supporting activities at the Gallery including preparing the garden in advance of Gallery and Venue hire event. There are also opportunities to hold small group tours of the garden, presenting the history of the Lewers Family and their legacy, the importance of the venue in Penrith's history and the site's story as an artist's garden and sculpture park.

The Heritage Gardener is also responsible for the general maintenance of the site, ensuring a safe and well-presented environment.

KEY RESPONSIBILITIES AND OUTCOMES

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 approved heritage garden conservation management plans.
- Maintain gardens in accordance to established aesthetic principles, as guided by existing documentation and PP&VA Gallery and Operations staff.
- Work with the guidance of and in collaboration with expert external stakeholders, including any established garden committees or Heritage Garden consultants.
- 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 improve 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 adjustment.
- Safe site with a low level of incident and due to negligence.

2. Administration

Major Actions:

- Comply with the seasonal 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 Facilities Manager, purchase supplies and appropriately account for the spend through finance processes.
- Report as required on Garden matters and activities.
- Work collaboratively with key stakeholders (such as council parklands and presentation teams, waste management, café licensee) on tree audits, waste pickup, and scheduling works in relation to daily café operations and events.

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. Exhibitions, Programs, Events and Tours

Major Actions:

- Assist with Gallery and venue activities (ie garden presentation ready for events such as weddings, Open Days, photography, and tour groups).
- Answer enquiries from members of the public in relation to the Garden's contents, history and significance.
- Conduct regular public Garden tours, if required.

Performance Measures

- Events successfully delivered as required.
- Gardens feature as a positive asset to organisation, programs and business.
- Increased public programs and community participation in garden offer.

4. Serving Our Community, Audiences and Colleagues

Major Tasks

- Provide effective, respectful service to patrons, visitors, audiences and the wider community.
- Model a culture of collaboration, care and high standards in all interactions with colleagues, artists and external stakeholders.
- Present a positive, professional image of PP&VA, The Joan and the Gallery in all interactions, internal and external.

Performance Measures

- A considered and professional approach is demonstrated consistently across all stakeholder interactions.
- A calm conciliatory approach is used in all customer dealings.
- Colleagues and direct reports report feeling supported, informed and respected.
- Personal presentation and conduct reflect the standards expected of a senior leader within the organisation.

5. Corporate Governance and Effective Work Practices

Major Tasks

- Comply with all PP&VA policies, procedures and legal obligations, including WHS, Code of Conduct, Child Safety, records and information management, EEO and anti-discrimination, and other governance requirements relevant to PP&VA operations.
- Carry out work in line with relevant legislative and statutory requirement and/or industry codes, practices and standards.
- Take responsibility for and manage own work.
- Contribute to a productive work environment.
- Work cooperatively with others to facilitate workplace learning.
- Participate in required training including biannual fire evacuation, and WHS..

Performance Measures

- A positive work atmosphere is maintained and appropriate manner with all customers, contractors, co-workers and managers.
- All training is attended when required.
- Compliant with PP&VA's code of conduct.

Qualifications, Experience and Skills

Essential

- Certificate II in Horticulture
- Previous experience in gardening and landscaping for at least five years
- Strong knowledge of plant care and pruning techniques
- Ability to work independently and manage time effectively
- Current driver's license

Desirable

- Experience in maintenance of heritage gardens or botanical gardens an advantage
- First Aid and CPR Certificate

Key Competencies

- Reliable, punctual and takes pride in quality work

Values and Behaviours

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

Belong Here	☐ I show up as myself and make space for others to do the same. ☐ I recognise that Western Sydney is who we are, not just where we are. ☐ I am honest about what I don't know and curious about what I don't understand. ☐ I treat everyone who walks through our doors as someone who belongs here.
Choose the Harder Thing	☐ I do what is right, not what is easy. ☐ I stand up for the work, the artists, and the community, even when it is uncomfortable. ☐ I raise difficult issues rather than avoiding them. ☐ I hold myself and others to a high standard.
Own It	☐ I take responsibility for my work and my decisions, whatever the outcome. ☐ I follow through on what I say I will do. ☐ I do not wait to be told when something needs doing. ☐ I operate within my delegations and escalate when I am unsure.
Raise the Standard	☐ I pursue quality in everything I do.

	☐ I am creative and look for better ways of working. ☐ I give and receive feedback constructively. ☐ I represent PP&VA with professionalism and pride.
Build to Last	☐ I think beyond my own role and consider the long-term health of the organisation. ☐ I support sustainability and the wellbeing of future communities. ☐ I contribute to a culture where others can do their best work. ☐ I uphold social justice principles in all that I do.