

Position Description

Position Title	Supervisor Nursery
Position Number	PNUC01
Directorate	Infrastructure
Business Unit/s	Parks & Environment
Reports to	Coordinator Parks Technical Program
Classification	IWA – Level 7

Organisational Overview

The City of Stirling is located eight kilometres north of Perth's central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 243,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1200 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

A sustainable City with a local focus.

Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling's core values are:

- Approachable
- Responsive
- Transparent
- Innovative

Reporting Relationships

This position reports to Coordinator Parks Technical Program

Position Overview

This role is responsible for planning, implementing and supervising the daily operations and administration of the production and holding Nursery and it's staff including:

- Documenting, processing and implementing production requests via various service areas including City Trees, Park and Streetscape, Open Space Design and Projects and Conservation and Wildlife.
- Propagation, purchasing and establishment and maintenance of a wide variety of plants including both native and exotic species in varying sized containers from tubes to 90L.
- Identification and collection of seed and cutting material for propagation projects.
- Operation and maintenance of the Nursery's internal mechanical production systems including ensuring compliance of Nursery Industry Accreditation Scheme Australia (NIASA) standards regarding hygiene, and quality control.
- Lead , train and support staff in an inclusive workplace

Position Objectives

- Prepare and implement daily/seasonal work programmes in accordance with the objectives of the annual propagation list and production programme. Effectively organise, liaise and coordinate works schedules and material supplies with Suppliers, Contractors, and the Operations Team.
- Prepare the annual Nursery budget.
- Prepare the annual Nursery Report
- Monitor and implement programmes using IPM principles to ensure that quality production, safety and hygiene standards are met.
- Manage and maintain the Nursery irrigation system to ensure plant quality as well as efficient and sustainable use of the City's water allocation.
- Maintain and manage the propagation facility's misting irrigation system and bottom heat thermostatic system to ensure the production of quality plant material for growing on and establishment.
- Process online requisitioning/ordering of plant stock and materials, linking all data with Corporate Software
- Maintain a comprehensive seedbank for propagation of natural areas conservation plants.
- Ensure all site facilities and assets (including plant and equipment) are maintained and coordinate services and repairs when required.
- Responsible for the day-to-day management of the position's reports, including allocating reactive work, motivation, mentoring and counselling.
- Conducting annual performance reviews for direct reports.

- Complete monthly Safety Audits
- Be responsible for staff recruitment, ie; shortlisting/interviewing/reference checking and writing the recommendation report.
- Support a small team of volunteers and work experience students??
- Respond to customer enquiries in a friendly and professional manner, via the phone and direct contact, and provide written and verbal response on all related matters relevant to the Business Unit. Promote safety awareness and ensure a safe working environment for staff and contractors.
- Be available to work seasonal overtime as/if required to ensure that some manual watering is undertaken to sensitive plant stock during adverse weather conditions.

Corporate Responsibilities

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Observe all safe working practices and work as directed by your supervisor.
- Ensure that you take reasonable care to ensure your own safety and health at work and that of others.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Understand the principles of customer service and undertake duties and responsibility in accordance with the City's Customer Service Charter.
- Undertake duties and responsibilities in accordance with corporate policies, management practices and procedures and demonstrate expected behaviours aligned with the City's Code of Conduct.
- Perform other duties as directed.

Selection Criteria

Qualifications/Education Level	
Diploma in Nursery Management /Horticulture or demonstrated equivalent.	Essential
Mandatory Certificates, Licences, Tickets, Memberships, Registrations	
Knowledge, Skills, Experience & Abilities	
High level knowledge and understanding of nursery horticultural and irrigation practices, with the ability to provide advice and direction to other employees	Essential

Ability to consistently demonstrate the behaviours as outlined in the City of Stirling Competency Framework in accordance with Cluster descriptors relevant to the position.	Essential
Sound supervisory and training skills.	Essential
Significant negotiation skills associated with contractors.	Essential
Intermediate skills using Microsoft applications including Word and Excel. A sound understanding of the Technology 1 system to process and link purchasing requirements.	Essential
Developed problem solving and decision-making skills.	Essential
Sound understanding of occupational health and safety principles and practices and an ability to promote and maintain a safe work environment	Essential
Sound working knowledge of all facets of plant propagation, production, and maintenance.	Essential
Extensive experience in Nursery management including supervising a team and working with contractors.	Essential
Other	
National Police Clearance (under 3 months).	Essential
Current Driver's Licence	Essential
Current First Aid Certificate	Essential

Office use only

Position Creation Date	Date	4 April 2021	Officer	Senior Technical Officer
Last reviewed/Modified	Date	22 July 2026	Officer	Coordinator Parks Technical Program