

# Position Description

<b>Position Title</b>	Horticultural Trainee (Nursery)
<b>Position Number</b>	TBA
<b>Directorate</b>	Infrastructure
<b>Business Unit/s</b>	Parks & Environment
<b>Reports to</b>	Assistant Supervisor
<b>Classification</b>	OWA – Trainee/Apprentice

## 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 220,000 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 the Supervisor Nursery.

## Position Overview

Horticultural Trainee (Nursery) undertakes a one year programme during which time it is expected that a range of horticultural skills and experience will be gained through a combination of on and off-the-job training resulting in a certificate level qualification in Horticulture.

## Position Objectives

### ASSISTING THE NURSERY TEAM

- Under supervision, this position supports plant production at the City of Stirling production nursery.
- This role provides labouring services associated with the Nursery, including but not limited to:
  - Propagation
  - Potting
  - Planting
  - Spraying and fertilising
  - Weeding
  - Nursery Hygiene
- Operate equipment and report repairs required.
- Attend and participate in regular toolbox meetings with field employees encompassing workplace safety, work practices and schedules and related issues.
- Maintain quality of own work to meet the City's standards.

### TRAINING PROGRAM

- As a trainee you will be entering into a training contract. This will be organised within 21 days of you starting work with the City. This training contract is a legally binding contract between the occupant of this position and the City.
- It is expected that you will be enthusiastic participating in your agreed training plan and make all reasonable efforts to gain the skills outlined in your training plan. The training plan outlines the competencies of the qualification that is being undertaken and documents the on and off the job training delivery and assessment requirements.
- Take advantage of supervised workplace activities and learning opportunities.
- Keep your training record journal up to date and accurate.

## 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	
Completed Secondary Certificate of Education (Year 10)	Desirable
Be of minimum school leaving age	Essential
Mandatory Certificates, Licences, Tickets, Memberships, Registrations	
Knowledge, Skills, Experience & Abilities	
Good communication skills	Essential
Able to work as part of a team	Essential
Have an awareness of safety principles and issues	Desirable
Be prepared to work outdoors in a variety of weather conditions	Essential
Be physically fit	Essential
Have an interest in horticulture	Essential
Other	
National Police Clearance (under 3 months).	Essential
Current C Class Driver’s Licence	Desirable

**Office use only**

Position Creation Date	Date	1 November 2022	Officer	Supervisor Hort Services
Last reviewed/Modified	Date	21 November 2023	Officer	Supervisor Hort Services