

**MURRAYLANDS RETIREMENT VILLAGE**

**ROLE DESCRIPTION**

|  |
| --- |
| 1. **ROLE DETAILS**
 |
| Role Tile: **Gardener** | **Classification Level**: Aged Care Award level to be negotiated based on experience.**Discipline**: Garden and maintenance**Status**: As per employment contract**Date Created**: June 2021**Date Approved**: June 2021 |
| 1. **ROLE CONTEXT**
 |
| **Position Summary** | The Gardener is a role within Murray Lands Retirement Village that is accountable to the Village Manager for:* Improvement of the Village’s grounds, gardens and buildings to ensure safety & comfort of residents, staff, visual appeal and compliance with all relevant legislation and regulations related to portfolio
* Orientation and supervision of external contractors in absence of Groundsman
* Providing high quality support for project management activities within portfolio or at the direction of the Village Manager
* Modelling behaviours in line with the policies and values of Murray Lands Retirement Village
 |
| **Reporting/Working relationships** | * Village Manager, Groundsman
 |
| **Special Conditions** | * The successful applicant will be required to satisfactorily complete a background screening and National Criminal History Record Check prior to being employed and every 3 years
* Will be required to undertake a functional capacity assessment
* Must hold a current Australian Driver’s licence and drive a variety of on-site vehicles
* Must hold or be willing to obtain a First Aid Certificate and every 3 years
 |
| 1. **QUALIFICATIONS**
 |
| **Desirable** | Cert 3 Horticulture |

|  |
| --- |
| 1. **PRIMARY OUTCOMES AND ACCOUNTABILITIES**
 |
| KEY RESPONSIBILITIES | RELATED TASKS |
| **Village gardens** | * Trimming of trees, shrubs and plants, weeding, watering and fertilising where required and disposal of trimmings by mulching
* Ensuring grounds are kept in a neat and tidy condition to a standard determined by the Village Manager
* Lawn fertilising, mowing and edging as required
* Installing, maintaining, and repairing of irrigation systems with consultation with the Groundsman
* Paving and block edging repairs
* Consulting with the Village Manager or Groundsman concerning jobs other than the above
* Back fill Groundsman while on annual leave
* Maintain workspaces in a tidy, risk free condition
* Ensure plant & equipment used in a safe manner and in accordance with its intended use
 |
| **Stakeholder Management & communications** | * Establish and maintain effective relationships and networks with staff, leadership, clients and suppliers
* Provide a professional customer service interface at all times to support strong relationships between Murray Lands Retirement Village and internal and external stakeholders
* Ensure ongoing consultation with Village manager to ensure expenditure within budget
 |
| **Organisational Contribution** | * Understand and follow workplace safety initiatives, identify hazards and contribute to a safe working environment as well as follow procedures to manage and minimise risks within Murray Lands Retirement Village
* Follow the principles of a sustainable working environment by ensuring resources are used in a cost-effective manner and which minimise the organisation’s carbon footprint
* Model ethical behaviour and practices in line with organisational policies and regulatory requirements
* Participate in training or planning initiatives related to safety, Business continuity and Disaster or emergency response activities and staff meetings or as directed by the Village Manager
 |

|  |
| --- |
| 1. MURRAY LANDS CAPABILITIES
 |
| **Relating & Communicating** | * Present verbal & written information in a clear and concise manner
* Seek understanding of objectives and ask questions to gain further insight
* Support others and work collaboratively toward common team goals
 |
| **Client focus** | * Develop understanding of Client requirements through use of open-ended questions, reflective responding and active listening
* Refer complex questions to a higher level
* Follow up on client requests to provide a high level of service and ascertain level of satisfaction with completed work
 |
| **Achieving objectives** | * Focus on team goals/objectives and understand how their role affects team outcomes
* Monitor own progress, recognise mistakes and apply improved approaches
* Prioritise workload and adapt working methods to achieve objectives
 |
| Personal drive and professionalism | * Identify the links between work objectives and organisational values
* Listen to performance feedback and take the initiative to improve performance
* Understand and follow the current workplace safety requirements and initiatives
 |
| Continuous improvement | * Understand the impact and effect of change on processes and procedures related to current role
* Recognise the need for change and embrace new work approaches
* Check accuracy and validity of information to minimise risks
 |

|  |
| --- |
| 1. ROLE SPECIFIC CAPABILITIES
 |
| Grounds & building maintenance experience | Able to demonstrate recent experience in the satisfactory management of larger scale lawns and gardens, general building &/or fixtures maintenance within a strict budget and be able to regularly complete tasks which may be of a physically strenuous nature |
| Knowledge and understanding | Demonstrates a varied knowledge of horticulture, landscaping methods & techniques, sustainable gardening practices, building maintenance, WHS practices  |
| Attention to detail | Check accuracy of information, follow procedures and processes to avoid errors and take corrective action to minimise mistakes and notify others when appropriate |
| Time management | Ability to manage a high and varied workload, organise priorities, meet deadlines and use initiative |
| Building teams | Develop effective working relationships, and provide advice and communicate effectively with management, staff at all levels and with a diverse group of individuals |
| Interacting with technology | Interact with basic software applications,  |

|  |
| --- |
| 1. APPROVALS
 |
|  Checked by: | Sandra Bourke |
| Approved by: | Wendy Gaborit |