

**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 |