



Position title	Horticulturist
National Gallery level	NGA5
Position number	7331
Employment type	Full Time – Non-Ongoing (24 months)
Department	Facilities Management
Portfolio	Building Services and Infrastructure
Immediate supervisor	Landscape Manager
Direct reports	None
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Valid Police Check Current Driver's licence Cert III or higher qualifications in Horticulture

ABOUT THE GALLERY – ABOUT OUR TEAM

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect and Excellence.

WORKING AT THE GALLERY

When you work at the National Gallery you will be exposed to some of the world's leading Australian and international art and artists. Located in the National triangle on the waterfront and your lunchtimes can be spent in our beautiful gardens and around Lake Burley Griffin.

We support flexible working practices, including working from home, and you will have access to low-cost, onsite car parking.

The National Gallery is committed to the health, safety and wellbeing of our people and we expect our people to always share this commitment and work safely.

We value the contribution that a diverse workforce brings and encourage people from a diverse background to apply. This might include identifying as First Nations peoples, people with a disability, culturally and linguistically diverse people and LGBTQIA+ people.

WHAT YOU WILL GAIN FROM THE EXPERIENCE - OVERVIEW OF THE ROLE

The National Sculpture Garden is a Commonwealth Heritage Listed public landscape that is undergoing a period of restoration and transformative change. The Landscape team are overseeing an uplift in the daily operation, care and presentation of the National Sculpture Garden while working closely with the Capital Works team to deliver a generational \$60 million program of landscape-related works.

The Horticulturist will work closely with the Landscape Manager across this range of operational and project-based responsibilities. This position is located in Parkes, ACT within the Building Services and Infrastructure Portfolio which encompasses the Building Services, Security, Landscape and Capital Works teams.

The Horticulturist will play an active role in the day-to-day operation of the Sculpture Gardens which will include supervision of contractors, ongoing observation and problem solving of landscape issues, monitoring of potential safety issues and heritage impacts, with a constant eye for the presentation of the landscape to the public.

This position will also support the internal National Sculpture Garden Design Team by providing horticultural expertise, operational impact planning, and the planning, procuring and execution of a wide range of projects. These projects will encompass a suite of initiatives that are defined by the Capital Works program, the Strategic Asset Management Plan, the Environmental Sustainability Action Plan (ESAP), and general landscape improvements.

Occasional after hours or weekend work may be required to support emergency maintenance activities, public events or other requirements. This is a full-time, non-ongoing employment opportunity which may become ongoing.

SKILLS AND CAPABILITY - OUR IDEAL CANDIDATE

As the ideal candidate, you are a confident and experienced horticulturist with a keen interest in native plants. You are driven and have a proven capacity to deliver thorough program of landscape management and maintenance activities. You understand the requirements to maintain a heritage listed cultural landscape that is open to the public 365 days a year. It is desirable, though not essential, that you have experience working in public landscapes.

A central part of this role is managing contractors to achieve both quality and value for money outcomes. You will have experience in supervising contractors and/or employees, and in building long-term working relationships. You will have experience in the delivery of minor works and a familiarity with workplace health and safety considerations. You will bring your skills and experience to improve outcomes in all landscape-based initiatives.

This position entails a high degree of communication with numerous internal stakeholders including Building Services, Security, Capital Works, Conservation, Exhibitions, Procurement, and Events. You have proven skills in communication and collaboration, and a solution-focused approach when addressing issues that arise. You will have the ability to work effectively in a small team, and to work flexibly and independently.

In addition to supervising the delivery of operations and minor works, you will undertake a range of related administrative duties. These include the planning and procuring of minor works projects in addition to general tasks such as contract management, contractor liaising and scheduling, record management, and responding to emails. You are well organised with strong written communication skills.

You will seek to raise the National Sculpture Garden's standard of presentation as an important local, national and international cultural landscape. You will have an eye for detail and a desire to improve the experience of all visitors to the National Gallery's grounds.

Qualifications in horticulture and at least 3 – 5 years' experience in working with native plants are essential to this role. This is a fantastic opportunity suited to someone who shares our passion for gardens, native plants and the arts, and who is looking for an exciting opportunity to contribute to significant changes in a cultural landscape.

THE KEY DUTIES OF THE POSITION - WHAT WILL YOU DO?

In accordance with the **APS 5 work level standards** you will:

- Develop plans and objectives for short-term tasks of the National Gallery grounds and contribute to strategic planning for longer-term initiatives such as the National Sculpture Garden Project and the Environmental Sustainability Action Plan.

- Daily inspection of landscape to ensure overall presentation and condition of grounds and gardens meets standards and quality expectations of the National Gallery
- Understanding of garden care, tree care, turf management, pest and disease management and planting – particularly in the context of a native garden
- Understanding and/or ability to gain understanding of irrigation system operation and maintenance
- Take accountability for organising personal workflows and making independent decisions relating to an area of responsibility.
- Work independently or under limited guidance in relation to horticultural decision making. Complex or difficult issues are discussed with team leaders or experts.
- Require awareness of changes in the broader National Gallery work environment that may impact on work objectives.
- Liaise with internal and external stakeholders on policy, project or operational issues.
- Co-ordinate and participate in contract management including developing scope, managing tendering processes and monitoring contract performance. Assist in contract management and administration.
- Undertake and manage moderately complex projects under the direction of higher classification levels
- Ability to work outside for long periods of time in unfavourable conditions; perform manual labour requiring walking, lifting, reaching, stooping, pushing, pulling and carrying
- Proficient using Microsoft Office

WHO ARE WE LOOKING FOR?

To be successful in this role you will need to demonstrate or can develop the following. You will:

1. **Display personal drive and integrity** when committing to action and take personal responsibility for meeting objectives, managing your workload and progressing work objectives.
2. Through your professional conduct **build and sustain positive relationships** with a diverse range of stakeholders.
3. Identify problems **showing judgement, intelligence and common-sense** in working to resolve them in a timely manner including implementation of improved work practices.
4. **Support the shared purpose and direction** of the National Gallery and your immediate team by following directions provided by your manager and recognising how your own work contributes to achieving organisational goals.
5. Manage your workload, often with competing priorities, seeing projects through to completion, adhering to procedures and seeking feedback from your manager to **achieve quality results**.
6. Have the ability to **communicate effectively**, including listening actively to understand and adapt to your audience and present information in a clear, concise and articulate manner.

HOW TO APPLY

To apply for this role please go to the National Gallery's [**Careers portal**](#).

You should provide a tailored CV (**maximum of three pages**) along with a **statement** of no more than **two pages** that outlines your skills, capabilities and experience, against the information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

ELIGIBILITY:

Citizenship - To be eligible for employment with the Gallery, you **must be an Australian citizen**.

Police Check: to be eligible for this role you **must complete a police check**.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications certification and/or registrations include:

- Cert III or higher qualifications in Horticulture
- Valid driver's licence

WORK, HEALTH & SAFETY OBLIGATIONS

The National Gallery is committed to the health, safety and wellbeing of our people and we expect our people to always share this commitment and work safely.

This role is required to ensure that they meet duty of care obligations as required under WHS legislation. This is achieved by:

- being accountable and taking ownership of health and safety matters within their control or ability to promote a culture of health and safety within the National Gallery
- working with colleagues to enhance health and safety and ensure that it becomes a part of everyday National Gallery business.
- completing health and safety reporting in an accurate and timely manner.

CONTACT

Further information about the position may be obtained by contacting Benjamin Taylor, Landscape Manager, on 02 6240 6571 or via email at Benjamin.Taylor@nga.gov.au.