



GOVERNMENT HOUSE
QUEENSLAND

POSITION DESCRIPTION

Designation:	Horticultural Assistant
Location:	Office of the Governor Government House 168 Fernberg Road Paddington QLD 4064
Postal Address:	Office of the Governor GPO Box 434 BRISBANE QLD 4001
Classification:	002 Level (equivalent)
Term:	Contract appointment – initially for three years (subject to a security check and six month probation) with extension of two years by mutual agreement.
Reports to:	Horticultural Coordinator
Date of Review:	March 2022

ORGANISATIONAL ENVIRONMENT

The Office of the Governor exists to provide executive, personal, administrative, and logistic support to the Governor and to manage Government House and the Government House Estate. This support enables the Governor to exercise the statutory and constitutional responsibilities and to fulfil the constitutional, ceremonial, and civic duties of office.

The Official Secretary is the Chief Executive and Accountable Officer for the Office of the Governor and principal advisor to the Governor. The Office of the Governor comprises an Executive and Corporate area and three functional areas: Strategic Program and Protocol; Facilities and Operations; and Hospitality Services. The functional areas are overseen by the Deputy Official Secretary (DOS) who is responsible to the Official Secretary (OS) for the operations of Government House and the delivery of the Governor's program. The Horticultural Assistant position sits within the Facilities and Operations team.

PURPOSE OF THE POSITION

The Horticultural Assistant provides day-to-day horticultural maintenance support across the Government House Estate.

CONDITIONS OF THE POSITION

The following conditions apply to the Horticultural Assistant (HA) position:

- The HA is to wear the supplied uniform.
- The HA can expect to partake in required Office of the Governor, and specific Professional Development training.
- The HA will be required to abide by the Office of the Governor's Code of Conduct.

SUPERVISORY RESPONSIBILITIES

The Horticultural Assistant has no direct supervisory responsibilities.

DELEGATIONS AND AUTHORITY

Nil

DUTIES

The Horticultural Assistant works in a small team to perform the following duties:

1. Deliver a high level of horticultural services by using appropriate tools, machinery and techniques to create and maintain garden beds, trees, annual beds and turfed areas in line with established work practices.
2. Perform routine physical horticultural tasks such as digging, brush-cutting, hand mowing, hedging, mulching, pruning, planting up annual displays and maintaining horticultural machinery and irrigation systems.
3. Adhere to appropriate Work Health and Safety (WH&S) procedures relevant to the operational environment.
4. Ensure efficient task delivery through team work and communication.
5. As required, perform any other duties that are reasonable and lawful as directed.

SELECTION CRITERIA

1. Demonstrated experience and knowledge in maintaining formal displays, including annual bedding displays, turf presentation, hedging and shrub border displays. This includes the application and use of chemicals and the operation of a wide range of horticultural plant and equipment.
2. A demonstrated understanding and knowledge of Work Health and Safety requirements associated with machinery and manual labour.
3. A demonstrated ability to operate effectively within a team environment to ensure scheduled tasks are reliably and consistently achieved.

MANDATORY REQUIREMENTS or SPECIAL CONDITIONS

- Current Queensland Driver's Licence.
- Desirable - Certificate III in Horticulture: Parks & Gardens or equivalent demonstrated industry experience.
- Desirable - current ACDC spray licence.

ADDITIONAL INFORMATION

The Office of the Governor is committed to equal opportunity in employment

Applicants will be subject to a Police criminal history check and the successful applicant will be required to sign a statement of confidentiality.

Applicants that proceed to the interview stage will be required to complete a practical test.

A non-smoking policy operates in the workplace.

For further information about this position contact Mr Richard Symmonds on (07) 3858 5700.

HOW TO APPLY

To enable us to assess your merit, you should:

- include your **current resume**
- provide a **brief statement** of no more than 2 pages describing why you consider yourself a suitable candidate for the position.
- Email your application to Richard.Symmonds@govhouse.qld.gov.au by close of business Friday, 18 March 2022.

Hand delivered applications will not be accepted.