

Position Description

Apprentice Horticulturist

Directorate	Planning & Environment
Business Unit	Community Recreation
Position Number	472005 472012
Location	Council Works Depot, Yass
Award Band	Operational Band 1, Level 1
Salary Grade	Minimum T4 (first year) up to maximum T7 (final year)
Conditions	• Temporary Term contract for 4 years • Full time employment working 38 hours per week • 100% funded by Council including tuition fees, textbooks and other related expenses • Attendance at CIT in work hours
Date position description approved	15 February 2022

Council Overview

Yass Valley Council is a local government organisation employing over 150 staff and with an annual budget of \$50 million. Yass Valley Council (YVC) is managed by the Chief Executive Officer and three Directors. This management team ensures the continued delivery of excellent services and optimum infrastructure to residents and visitors. The three Directorates of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Planning & Environment Division comprises of Strategy & Development, Environmental & Regulatory Services and Community Spaces. The role of Trainee Horticulturist is located within the Community Spaces team.

Council Vision

“To build and maintain sustainable communities while retaining the region’s natural beauty”.

Council Values



Primary Purpose of the Position

Register as an Australian Apprentice to attain a nationally recognised qualification, Certificate III in Horticulture Parks & Gardens that combines formal study with paid on-the-job training and hands-on experience working as a member of Council's Parks and Gardens team.

Key Accountabilities

Within the area of responsibility, this role is required to:

- Actively participate in mentorship provided by Council's qualified Horticulture team.
- Apply theoretical learning to workplace.
- Successful completion of academic studies.
- Assist in the provision of a broad range of horticultural activities.
- Ensure that plant and vehicles are operated in a safe and competent manner.
- Operate plant associated with horticultural activities.
- Undertake a variety of tasks which include manual handling and use of hand tools.
- Undertake operational training activities as directed.
- Other duties as directed.

Organisational Accountabilities

Code of Conduct: Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.

Customer Service: Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.

Equal Employment Opportunity: Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.

Policies and Procedures: Comply with all Council's policies, procedures and guidelines.

Workplace Health and Safety: Take reasonable care for the health and safety of self and others. Comply with any reasonable instructions, policies and procedures given by Council.

Key Challenges

- Successfully undertaking studies with full time work.

Key Internal Relationships

Who	Why
Supervisor	Receive direction, support and mentorship Provide advice and exchange information
All other staff	Foster team-work and collaboration

Key Dimensions

Decision making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies and procedures. Decisions should also be consistent with the objectives of Council's strategies and plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

Reports to

Senior Community Recreation Officer

Essential Requirements

- Eligibility to be accepted into CIT, Certificate III Parks and Gardens at CIT.
- Demonstrated interest in, and understanding of, horticulture.
- Valid Construction Induction Card (White Card) or willingness to obtain.
- Preparedness to undertaking additional training for example chemical awareness, traffic control.
- Current Class C Driver's licence (includes provisional licence for applicants 17 years and over).

Approval History

Stage	Date	Comment	MagiQ Reference
Revised	15/02/2022	LGCF Format	7898

Ownership and Approval

Responsibility	Role
Author	Manager, Community Spaces
Approver	Director Planning & Environment