



Position Description – Nursery / Seed Centre Trainee

Sustainable Timber Tasmania manages Tasmania’s public production forest for a vast array of environmental, social and economic values. Managing these forest values respectfully, innovatively and sustainably is at the heart of everything we do. As a Government Business Enterprise, we are committed to sustainably managing the forest estate, sustainably supplying timber and sustainably growing our business. Sustainable Timber Tasmania is proud to be a recognised as a Tasmanian Employer of Choice. Our people are key to the success of the business and we invest in the development of a flexible, diverse, supportive and inspiring workplace.

ORGANISATIONAL CONTEXT

Division:	Forest Products	Group:	Forest Management	
Position No.	Reports To		Direct Reports	Location
03206	Manager Nursery/Seed Centre (00199)		Nil	Perth
Industrial Instrument	Industry Award			
Broadband Classification	NA			

POSITION PURPOSE

The Nursery / Seed Centre trainee aims to assist the nursery manager and team in maintaining the Forest Nursery at Sustainable Timber Tasmania. The Nursery/Seed Centre trainee will be required to complete a certificate in horticulture whilst also carrying out their general duties to help reach their business objectives.

POSITION ACCOUNTABILITIES

1. Assist with contractor and staff safety compliance in accordance with workplace health and safety legislation, business procedures and contractual arrangements and to achieve corporate safety goals
2. Assist with maintaining Nursery/Seed centre protocols for production, record keeping and product assessments
3. Assist with contributing to the overall monitoring of crop health and report on any pests and diseases
4. Assist with the implementation of nursery programs to achieve economic, social and environmental targets as set by the businesses.
5. Carry out specific tasks associated with the Nursery, Seed Centre, and Seed Orchards e.g. production, seed extraction, stock takes, seed orchard silviculture, maintenance etc.
6. Assist with Nursery / Seed Centre maintenance as directed.
7. Perform any other assigned duties at the classification level that are within the employee’s competence and training programs.

KEY COMMUNICATIONS

Internally

The position works closely with the Nursery Manager to achieve nursery and seed centre business targets

Externally

The position must develop and maintain strong working relationships with contractors, stakeholders and customers to meet business requirements

QUALIFICATIONS AND EXPERIENCE		
<ul style="list-style-type: none"> ▪ Knowledge of and experience in production nursery operations, or the ability to acquire the knowledge required by obtaining a Horticulture Cert 4 qualification. ▪ Completion of year 12 tertiary qualification ▪ Well-developed organisational skills, including the ability to set priorities and manage variable workloads for the planning and completion of tasks and to work as part of a team. ▪ Good communication and interpersonal skills in gaining the cooperation of others and the ability to deal effectively with challenging behaviour. ▪ Well-developed organisational skills, including the ability to set priorities and manage variable workloads for the planning and completion of tasks and to work as part of a team. 		
CAPABILITIES – TEAM MEMBER (see Capabilities Framework for more detail)		
Leads Business	Continuous Improvement	Consistently striving to improve processes, systems and products to drive efficiencies and build customer value.
	Managing Priorities and Workflow	Defining work priorities, action plans and resources to facilitate the efficient delivery of work.
	Decision Making	Applying a systematic process for evaluating and selecting the most appropriate course of action given available information.
Engages Others	Collaborating	Leveraging the skills, knowledge and expertise of others within and across teams to effectively deliver work outcomes.
	Influencing Others	Formulates a persuasive argument to build commitment to an agenda or influence others' commitment to a course of action or plan.
	Building Customer Commitment	Takes responsibility for customer satisfaction and building sustainable customer relationships by delivering quality outcomes and resolving issues that arise.
Leads Self	Courage	Proactively confronts difficult situations, takes definitive actions to protect the interest of others, their team and the organisation.
	Adapt and Respond to Change	Adapts to changing requirements, accepts new ways of working with positivity and aligns behaviours to support change.
	Action Orientation	Takes independent, prompt action to overcome barriers, respond to changing circumstances and deliver positive outcomes.
	Quality Orientation	Produces work output with a high degree of accuracy, identifying and correcting errors or mistakes before delivering final work product.
Values	1. Respect – We create safe spaces	
	2. Responsibility – We take ownership	
	3. Growth – We create sustainable value	
	4. Excellence – We make it happen	

CHALLENGES

The main challenges facing the position include:

- Achieving production targets
- Ensure customer relations and work culture is maintained
- Achieve workplace health and safety goals
- Balancing the competing demands of study and work

OTHER REQUIREMENTS

- Participate in fire activities as required and where required pass the annual fire fighter health risk evaluation comprising both the medical assessment and the fitness test
- Hold a current driver's licence and forklift licence
- Required to achieve and maintain the required skills, certificates and accreditation to perform the requirements of the role
- Must comply and adhere to the organisations policies and procedures, including the Code of Conduct
- Out of hours work may be required and all staff are to be available for rostered fire duties on weekends, public holidays and outside normal work hours
- Must adhere to duty of care responsibilities to yourself and others under health and safety legislation

I have read and understand the requirements of the position as stated above.

Name and signature

Date