

### Gardener / Horticulture Team Member

#### JOB SPECIFICATION

#### 1 BROAD PURPOSE OF POSITION

The Horticulture Team Member contributes to the overall presentation of gardens and memorial areas at Enfield. This includes response and remediation of these areas to welcome and delight visitors.

The role entails managing and maintaining the plant life within a cemetery grounds, utilizing horticultural expertise to ensure the aesthetic appeal and health of trees, shrubs, flowers, and other vegetation while respecting the solemnity of the space, often including tasks like planting, pruning, weed control, disease management, and coordinating landscaping projects to create serene and well-kept burial sites.

#### 2 OUR VALUES

Adelaide Cemeteries fulfils a special role within our communities. At our heart, we provide essential services and information to help people navigate one of life's most significant and challenging events, death. Our Organisational Values express what Adelaide Cemeteries stands for, the way we present ourselves and our cemeteries, how we work together, make decisions and most importantly, how we treat our customers. It is important that every Adelaide Cemeteries employee "lives and breathes" our Organisational Values.

Our Values are:

**Courageous:** Say what we believe in and be willing to challenge and be challenged.

**Honest:** Be open, transparent and invite constructive feedback.

**Accountable:** Own our actions.

**Respectful:** Feel empathy, be considerate and willing to help.

**Trusting:** Have confidence in the ability of others.

### 3 REPORTING/WORKING RELATIONSHIPS

- Reports to Team Leader, Horticulture
- Works closely and collaboratively with the Irrigation Technicians
- Liaison with Team Leader, EMP on work schedules, resource rotations and resolving CRM Work Orders/Cases.
- Works collaboratively with the burial team.
- Additional support to specialist contractors, including tree surgery, spraying, snipping, irrigation, and turf management - as well as the engagement of temporary staff.

### 4 KEY RESPONSIBILITIES AND ASSOCIATED ACTIVITIES

- **Groundskeeping tasks:**
  - Maintaining the cleanliness of pathways, walkways, and grave sites.
  - Removing debris and litter from the cemetery grounds.
  - Ensuring the proper irrigation of planted areas
  - Efficient use of plant and machinery, including electric-powered whipper-snippers with battery backpack units, electric and autonomous mowers.
- **Plant care and maintenance:**
  - Planting, transplanting, and propagating various plant species suitable for cemetery environments.
  - Regular pruning and trimming of trees, shrubs, and hedges to maintain desired shapes and sizes.
  - Weed control through hand-pulling, herbicides, or other methods.
  - Monitoring for pests and diseases, implementing appropriate control strategies.
  - Applying fertilizers and amendments as needed to maintain healthy plant growth.
- **Landscaping design and implementation:**
  - Collaborating with cemetery management on landscaping plans for new plots, memorial areas, and pathways.
  - Selecting plant species that are appropriate for the site conditions, including soil type, sunlight exposure, and drainage.
  - Designing and installing flower beds, borders, and other landscape features.

- **Seasonal management:**
  - Preparing for seasonal changes, including fall clean-up, winter protection, and spring planting.
  - Managing the planting and care of seasonal flowers for specific events or holidays.
- **Customer service and communication:**
  - Responding to inquiries from families regarding sites and planting and care for memorial sites.
    - Liase with Team Leader, to ensure programs are effectively co-delivered:

## 5 ADDITIONAL ORGANISATIONAL REQUIREMENTS

- 5.1 Commitment to working flexibly with some out of hours work required
- 5.2 Ability to communicate effectively, interact with co-workers, managers, and public.
- 5.3 Will be required to participate in an approved performance management program
- 5.4 Will be required to participate in relevant trainings to satisfy compliance and health and safety requirements
- 5.5 Will be required to submit police history checks
- 5.6 Commitment to the principles and practices of ethical conduct, equity, and
- 5.7 respectful behaviour within the workplace
- 5.8 Continuous improvement and quality assurance
- 5.9 High quality, sensitive customer service delivery standards
- 5.10 A flexible approach to the taking of leave is required
- 5.11 The ability to work calmly under pressure.

### **6 ASSET MANAGEMENT**

Contribute to asset management and sustainability objectives relevant to the function and role which may include:

- 6.1 Ensuring buildings, amenities, plant, and equipment are secure
- 6.2 Operate and maintain plant and equipment in a cost-effective manner,
- 6.3 Physical asset faults or maintenance/replacement requirements are identified and reported.

### **7 WORK HEALTH SAFETY REQUIREMENTS**

- 7.1 Take reasonable care of the health and safety of yourself and others. You must cooperate with Adelaide Cemeteries in their efforts to comply with Work Health & Safety requirements
- 7.2 You should not undertake any task unless you have been adequately trained and are qualified in accordance with Work Cover and other requirements to undertake the task
- 7.3 Always ensure that you and your fellow employees utilise safe working procedures and personal protective equipment applicable to the task to be undertaken. This obligation applies to each aspect of work to be carried out by all employees and contractors
- 7.4 Immediately report any condition, which threatens your safety, the safety of a co-worker or member of the public.
- 7.5 Where necessary, take immediate corrective action where something poses a threat to health and safety. Further, report and document any corrective action to the appropriate worker to ensure that the situation does not recur.

### 8 ENVIRONMENTAL REQUIREMENTS

Contribute to the successful implementation of Adelaide Cemeteries' Environmental Management System by complying with Adelaide Cemeteries' environmental policies and obligations to ISO14001 Environmental Management Systems by taking appropriate action in areas such as:

- 8.1 Supporting Adelaide Cemeteries to fulfil its compliance obligations to protect the environment by preventing or mitigating adverse environmental impacts
- 8.2 Have an awareness and understanding of the requirements of the Environmental Management System
- 8.3 Actively participate in environment awareness training
- 8.4 Make suggestions to Top Management or the EMSC regarding opportunities for continual improvement
- 8.5 Demonstrate commitment with respect to the Environmental Management System and all activities associated with the reduction of Adelaide Cemeteries' greenhouse gas emissions, including but not limited to:
  - 8.5.1 Maximising the diversion of waste from landfill from business operations
  - 8.5.2 Encourage the efficient use of water
  - 8.5.3 Consider the lifecycle perspective of an activity, product, or service
  - 8.5.4 Protection of Adelaide Cemeteries environmental assets
  - 8.5.5 Minimise power requirements whenever possible

Demonstrate leadership and commitment with respect to the environmental management system by:

- 8.6 Ensuring the integration of the environmental management system requirements into the organization's business processes,
- 8.7 Communicating the importance of effective environmental management and of conforming to the environmental management system requirements,

- 8.8 Directing and supporting persons to contribute to the effectiveness of the environmental management system,
- 8.9 Promoting continual improvement,
- 8.10 Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.

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Employee

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Manager

### PERSON SPECIFICATION

#### QUALIFICATIONS

**Essential** – Certificate III Horticulture, or similar tertiary qualification

**Desirable** – Arboriculture knowledge

#### KNOWLEDGE, SKILLS AND EXPERIENCE

##### **Essential**

- Demonstrated knowledge of plant identification, propagation, pruning techniques, and disease management.
- Landscape design skills
- Ability to create visually appealing and functional planting plans.
- Attention to detail:
- Commitment to maintaining high aesthetic standards in a sensitive environment.
- Physical stamina:
- Ability to perform outdoor work in all weather conditions, including lifting and moving plants and materials.
- Respectful demeanour:
- Understanding the importance of maintaining a serene and dignified atmosphere within a cemetery setting.
- Knowledge of WHS legislative requirements, safe working practices and procedures.
- Ability to provide current drivers licence and police checks.

##### **Desirable**

- Understanding of the functions and services of cemeteries.