

# Role Description

(Manager)



**Our purpose – Helping South Australians Conserve, Sustain and Prosper.**

<b>Role Title:</b> Horticulture Site Manager	<b>Division:</b> National Parks and Public Lands
<b>Classification Level:</b> OPS5	<b>Branch/Unit:</b> Botanic Gardens and State Herbarium
<b>CHRIS Position Number:</b> M20054	<b>Reports to (Title):</b> Garden Operations Manager / Deputy Director Living Collections

## About the Agency – [Department for Environment and Water](#)

### About the Role

The Horticulture Site Manager is accountable to the Garden Operations Manager or Deputy Director Living Collections as relevant and is responsible for the efficient and effective implementation of botanic garden standard horticultural operational maintenance and revitalisation of curated living plant collections and general landscape within the BGSB portfolio of responsibility. In so doing ensuring the provision of a range of integrated natural, cultural and historic values and resource management functions including botanic garden management, curated collections and landscape management, wildlife management, biodiversity conservation, fire management, heritage protection, operational related customer services, commercial site management support and community and stakeholder engagement. This position is based in the Mount Lofty Botanic Garden and Wittunga Botanic Garden.

### Key Role Outcomes

- BGSB horticultural and daily maintenance operational resources are allocated and business planning processes applied in line with BGSB Strategic priorities, requirements and legislation.
- Botanic gardens and reserves are effectively managed for collections stewardship, landscape integrity, biodiversity and heritage conservation, fire, visitor access and enjoyment, education, community and commercial events and public safety.
- An integrated approach to horticulture and natural resource management generally is promoted by managing, protecting and restoring natural assets on a landscape basis and curated collections following international standards.
- Quality horticultural advice is provided assisting the sustainable management of living collections and associated infrastructure within the BGSB.
- Stakeholders/communities are effectively engaged and are encouraged to contribute in a positive and collaborative manner, achieving meaningful contributions toward BGSB priorities.
- Provides intelligence and actively participates in BGSB leadership activities.
- WHS is actively managed, and systems implemented, to enable a safe environment for staff, contractors and visitors.
- Botanic gardens local operating procedures, the BGSB Act 1978, and Regulations 2021 and Road Traffic Act 1961 are enacted and enforced as appropriate.
- Leadership is provided to the team ensuring employees are empowered, motivated, have appropriate expertise and meet performance goals.

- Ensure the effective management of human, financial and physical assets with the unit/team through appropriate planning and allocation of resources to achieve agreed business and strategic plans.
- Lead, develop and foster a positive work culture which is based on SA Public Sector Code of Ethics values and promote customer service, learning and development, safety, and welfare of employees, acknowledge differences and encourage creativity and innovation, which is highly responsive to the needs of the business, our partners and external clients.
- Provide timely and constructive feedback to subordinate staff to contribute to their effective performance and motivation and plan for their continued professional and technical development.

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### Essential Criteria (including qualifications)

- Certificate III in Horticulture.
- Demonstrated experience in effectively leading and managing a field-based team, demonstrating adeptness in decision making, resource allocation, and fostering a collaborative environment to achieve organisational goals.
- Demonstrated experience and maintains a thorough and up to date knowledge of conservation land management, natural resource management, maintenance of botanic garden and amenity horticultural displays, pest and disease control, plant identification, living collection curation, weed management, turf management, plant nutrition and irrigation and in the maintenance and use of all associated plant and equipment.
- At least five years' senior experience in operational management, related to horticulture, living collections, natural resource management or significant park or garden environment is required.
- Detailed understanding and experience in the applications of procurement activities including acquisition planning, tendering, evaluation, negotiation and contract management processes as applicable to operational delivery.
- Sound understanding of legislative requirements and best practice in relation to work, health and safety.
- Shows an accurate understanding of and can apply the BGS Act 1978 and Regulations 2021, Road Traffic Act 1961 and associated national requirements of botanic gardens horticulture.

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### Desirable Criteria

- Advanced Diploma (or trade equivalent) desirable.
- Leadership/Management qualifications desirable.
- Experience and qualification in training and assessment is desirable.

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### Direct Reports

- 5 x Senior Horticultural Curator (OPS3 X 1.0 FTE)

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### Key Relationships/Interactions

- Curators, Horticultural and Maintenance staff.
- Senior BGS staff.
- Traffic Management Officers.

- Representatives of key community organisations, volunteer groups, General Public, CFS, conservation groups, Indigenous Peoples and communities, research organisations and Local and State Government Agencies.
- Tourism organisations and commercial operators.
- Landscape Management Boards.
- Volunteers and Friends of the Botanic Gardens of Adelaide.
- Contractors and Lessees.

## Special Conditions

- May be required to participate in responses to state emergencies or associated duties.
- You must be an Australian citizen, permanent resident, or provide evidence that you hold a valid working visa that allows you to work in Australia without restrictions.
- Prior to being employed, the successful applicant will be required to obtain a National Police Check.
- Prior to being employed, the successful applicant will be required to provide a Department of Human Services (DHS) working with children check (WWCC) which is required to be renewed every five years before expiry.
- A current class “C” driver’s licence and willingness and ability to safely operate a 4wd is essential.
- Inter and intrastate and remote area travel may be required, including travel in light aircraft.
- A current First Aid Certificate is essential.
- Wearing a company uniform during working hours and/or when representing the department is mandatory.
- May be required to undertake intra or interstate travel, occasional overnight absences, and work outside of the normal hours of work.
- May be required to participate in bushfires suppression activities.
- May be assigned to a position at another BGSB site dependent on organisational and individual requirements.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	<ul style="list-style-type: none"> <li>• Creating Vision and Direction</li> <li>• Leading and Influencing Change</li> </ul>	<ul style="list-style-type: none"> <li>• Participates in planning common goals for the team.</li> <li>• Uses own drive to foster energy and personal sense of achievement.</li> <li>• Communicates change positively and with commitment to their work team.</li> <li>• Deals with confusion and resistance by acknowledging issues and coaching staff on the way forward.</li> </ul>
Achieves Results	<ul style="list-style-type: none"> <li>• Delivering Effective Outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Is clear about the priorities of the role and completes tasks within set timeframes.</li> </ul>

	<ul style="list-style-type: none"> <li>Assuming Accountability</li> </ul>	<ul style="list-style-type: none"> <li>Works with Supervisor and other staff to solve problems and overcome challenges.</li> <li>Willingly accepts responsibility for own work.</li> <li>Establishes own credibility by demonstrating personal and technical competence.</li> </ul>
Drives Business Excellence	<ul style="list-style-type: none"> <li>Facilitating quality and continuous improvement</li> <li>Promoting customer service</li> </ul>	<ul style="list-style-type: none"> <li>Identifies opportunities for doing work more efficiently and effectively.</li> <li>Acts as a role model by striving to deliver quality outcomes even when under pressure</li> <li>Seeks to understand the requirements of diverse customers.</li> </ul>
Forges Relationships and Engages Others	<ul style="list-style-type: none"> <li>Communicating and managing conflict</li> <li>Influencing and negotiating</li> </ul>	<ul style="list-style-type: none"> <li>Readily responds to requests for information and follows through on undertakings.</li> <li>Maintains friendly manner and approach when dealing with other staff and people external to DEW</li> <li>Is able to contribute to team discussions.</li> <li>Is proactive in keeping their line manager informed of work progress</li> </ul>
Exemplifies Personal Drive and Professionalism	<ul style="list-style-type: none"> <li>Modelling public sector values</li> <li>Demonstrating a commitment to learning and development</li> </ul>	<ul style="list-style-type: none"> <li>Displays commitment to the value of the public sector and the code of ethics</li> <li>Is discrete and maintains confidentiality.</li> <li>Demonstrates an awareness of relevant trends/developments</li> <li>Goes out of their way to build their own and their team's understanding of issues in their own business area, in a way that will support increased performance of the team.</li> </ul>

## Work Health and Safety

### Lead workplace safety procedures and programs

- Proactively ensures all direct reports understand workplace health and safety requirements and responsibilities.
- Leads and participates in health and safety discussions in the workplace.
- Identifies hazards, assesses risks and implements procedures for controlling risks.
- Implements procedures for dealing with incidents and emergency events.

- Maintains appropriate workplace safety records.
- Implements procedures for managing injured workers.

## Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the [Code of Ethics](#) and the [South Australian Public Sector Values](#).
- Maintain a commitment to Equal Employment Opportunity, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the *Public Sector Act 2009*.
- Exhibit and promote the behaviours in line with *The way we work* outlined in the [DEW Corporate Plan](#).
- As an individual it is your responsibility to actively participate in the Department’s Performance Review and Development Program. As a manager you are required to action the Performance Review and Development Program inclusive of 6 monthly reviews, for all employees for whom you are responsible.
- Recruit appropriately qualified and experienced staff to the unit/team.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.
- Champion positive behaviours and conduct during all interactions with children and young people always adhering to the Child Safe Environment Policy and Procedure & Guideline.

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