

# Role Description

(Non-Manager)



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

**Role Title:** Senior Nursery Assistant

**Division:** National Parks and Public Lands

**Classification Level:** GSE4

**Branch/Unit:** Public Lands and Business Partnerships

**CHRIS Position Number:** Multiple

**Reports to (Title):** Production Supervisor

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

## About the Role

The Senior Nursery Assistant works within State Flora's production nursery located in Murray Bridge. The role is involved in all nursery propagation activities and assists with the overall upkeep of the nursery grounds and equipment to ensure that nursery plants, products and services are presented, maintained and delivered to the highest standards.

## Key Role Outcomes

- Expert knowledge and skills are utilised to deliver effective propagation services to ensure the continued success of State Flora productions.
- Nursery propagation activities including potting, picking out, preparing cuttings, sorting and packing plants for orders are conducted to quality standards to contribute to the efficiency of the nursery's production service.
- Contributes to the production team through implementation of the weekly cutting schedule and when required, the guidance of staff during bulk cuttings.
- Cuttings are selected and prepared to ensure nursery plants are presented, maintained and delivered to the highest standards as required due to seasonal demand.
- The hygiene, watering and application of pesticides scheduled for cuttings and plant stocks is reviewed and maintained, to ensure a quality, efficient service and product.
- The nursery grounds are maintained through the implementation of basic repairs, including irrigation systems, assists in maintaining, pruning and the planting of garden beds and stock plant beds.
- Feral pest control is managed on the nursery site, including baiting of rabbits on site, to ensure the nursery's production service remains effective.
- Cooperative working relationships are fostered and maintained with all team members located in Murray Bridge, other State Flora staff, volunteers and special interest groups.

## Essential Criteria (including qualifications)

- Extensive propagation skills including potting, picking out, preparing cuttings, and packing plants to production standards.
- Strong knowledge of plant health, nutrition, hygiene practices, and maintaining optimal growing conditions.
- Experience applying Integrated Pest Management (IPM) and safe pesticide, weed, and disease control methods.

- Ability to maintain, repair, and troubleshoot irrigation systems and undertake general nursery grounds maintenance.
- Proven capability to follow and support weekly cutting schedules, bulk cutting operations, and production workflows.
- Experience mentoring, allocating tasks or guiding team members and fostering positive working relationships.
- Understanding of WHS and environmental compliance requirements, including safe handling and application of chemicals.
- Physical capability to meet the demands of production nursery work including lifting, repetitive tasks, and manual outdoor duties.
- A current Class C driver's licence.

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## Desirable Criteria

- A Certificate III in Horticulture.
- Chemical User's Certificate or willingness to obtain qualification.
- Ability to operate plant and equipment used in the nursery or horticulture industries.

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## Key Relationships/Interactions

- Nursery production and sales staff
- Staff across DEW
- Key stakeholders and external nursery clients

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## Special Conditions

- May be required to participate in emergency preparedness, response and recovery activities required by government agencies.
- 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.
- May be required to work outside normal hours including on weekends.
- Wearing a company uniform during working hours and/or when representing the department is mandatory.
- This role has been identified as a:  
 Position of trust       Prescribed position       Not applicable

Core Competencies	Elements	Behavioural Indicators
<b>Shapes Strategic Thinking and changes</b>	<ul style="list-style-type: none"> <li>• Motivating Others</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> </ul>
<b>Achieves Results</b>	<ul style="list-style-type: none"> <li>• Delivering Effective Outcomes</li> <li>• Assuming Accountability</li> </ul>	<ul style="list-style-type: none"> <li>• Is clear about the priorities for the role and completes tasks within set timeframes.</li> <li>• Works with Line Manager to solve problems and overcome challenges.</li> </ul>

		<ul style="list-style-type: none"> <li>• Willingly accepts responsibility for own work.</li> <li>• Establishes own credibility by demonstrating personal and technical competence.</li> </ul>
<b>Drives Business Excellence</b>	<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 better and more quickly.</li> <li>• Seeks to understand the requirements of diverse customers.</li> </ul>
<b>Forges Relationships and Engages Others</b>	<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 composure and a friendly demeanour in dealing with others.</li> <li>• Is able to contribute to team discussions.</li> <li>• Is proactive in keeping their line manager informed of work progress.</li> </ul>
<b>Exemplifies Personal Drive and Professionalism</b>	<ul style="list-style-type: none"> <li>• Modelling Public Sector Values</li> </ul>	<ul style="list-style-type: none"> <li>• Displays commitment to the values of the public sector and the Code of Ethics.</li> <li>• Is discrete and maintains confidentiality.</li> </ul>

## Work Health and Safety

### Follow workplace safety procedures

- Accepts responsibility for own and other's safety.
- Identifies and reports hazards and incidents.
- Understands and applies safe work practices.

## 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](#).
- Actively participate in the Department's Performance Review and Development Program.
- 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 and act in accordance with the Child Safe Environment Policy and Procedure at all times.

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