

Role Description

(Supervisor/Team Leader)



Role Title: Senior Horticultural Curator	Division: National Parks and Public Lands
Classification Level: OPS3	Branch/Unit: Botanic Gardens and State Herbarium
CHRIS Position Number: Various	Reports to (Title): Site Horticultural Manager

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

The Botanic Gardens and State Herbarium of South Australia forms part of the Department for Environment and Water (DEW) with a mission to 'build an understanding and appreciation of the botanical world' providing life-long experiences across generations. The BGSB Board provides strategic direction for the management of the Botanic Gardens and State Herbarium (BGSB) in accordance with the *Botanic Gardens and State Herbarium Act 1978 and Regulations 2021*.

The Adelaide Botanic Gardens Foundation Inc. (ABG Foundation), which is overseen by a committee, raises and manages funds for priority goals and projects of the BGSB. These generally include funds for education, public programs, and scientific research and for the long-term financial security of the BGSB through growth of an endowment fund.

Adelaide, Mount Lofty and Wittunga Botanic Gardens and Botanic Park have established living collections of plants exhibiting botanical diversity. The three garden estates and Botanic Park, adjacent to the Adelaide Botanic Garden, are managed as multiple use sites for display, science, conservation, and community education, health and well-being. Commercial activities including paid public events, education and training, functions and community use of the public space are all accommodated.

The State Herbarium is a scientific collection of more than 1 million plant specimens from South Australia and globally and is housed in the historic Old Tram Barn on the grounds of the Adelaide Botanic Garden. Herbarium staff utilise the herbarium collection to maintain the Census of South Australian plants. Botanical research is conducted by Herbarium and South Australian Seed Conservation Centre staff, who deliver taxonomy, conservation and other botanical science to the South Australian community and beyond. The Museum of Economic Botany displays historic and cultural collections and curated exhibitions.

About the Role

The Senior Horticultural Curator is required to lead the daily management of a team which deliver horticultural maintenance and development of curated *in situ* botanical living collections and related projects, consistent with statutory responsibilities and corporate plans and policies.

The role provides technical leadership, operational planning and staff supervision to deliver safe, high-quality horticultural services and outcomes for assigned botanical living collections and Garden Section areas. Working closely with the Gardens Operation Manager, Site Horticulture Manager and Living Collection Curator, the Senior Horticultural Curator supports staff, project and contractor management, event delivery, training and workplace health and safety, while actively curating botanical living collections through research, plant records management, reporting, public engagement and the ongoing development and presentation of nationally significant botanical collections.

Key Role Outcomes

- Safe, efficient and high-quality day-to-day horticultural operations are coordinated and delivered, including effective oversight of allocated projects, contractors and operational resources.

- Assigned botanical living collections are supported to be maintained, developed and presented in line with the strategic objectives, plans and policies of the Botanic Gardens and State Herbarium.
- Expert horticultural and curatorial advice is provided to support the sustainable management, conservation and enhancement of living collections and associated horticultural assets.
- The integrity and accessibility of living collection information are maintained through accurate plant records, data management, documentation and reporting to support curatorial, operational and organisational outcomes.
- A positive workplace, health and safety culture is maintained through the implementation of safe systems of work, monitoring compliance and supporting a safe environment for staff, contractors and visitors.
- Visitor experiences are enhanced through the delivery of responsive information, advice and engagement that supports learning and interpretation, and promotes an understanding and appreciation of the organisations living collections and the botanical world.
- Effective supervision of staff is achieved by overseeing work allocation, time and attendance and leave management.
- Timely and constructive feedback is provided to direct reports to contribute to their effective performance and motivation and plan for their continued professional and technical development.

Essential Criteria (including qualifications)

- Certificate III in Horticulture (or trade equivalent) minimum required.
- Significant demonstrated experience in the maintenance of amenity horticultural displays including the use of all associated plant and equipment
- Demonstrated contemporary knowledge and application of best horticultural principals and practice within a public garden or similar environment.
- Demonstrated understanding of botanic gardens living collections curation including acquisition, documentation, conservation and display principals.
- Sound knowledge of plant systems, classifications, and groupings and the ability to apply this knowledge in a practical context.
- Demonstrated ability in plant identification and the use of appropriate identification methods and tools.
- Experience in the use of computerised botanic gardens curatorial systems
- Demonstrated knowledge of biosecurity and ecological principles, including the diverse requirements of plant species
- Sound understanding of botanic nomenclature with the ability to apply correct naming conventions in documentation and labelling.
- Sound understanding of Work Health and Safety legislation including the *Work Health and Safety Act 2012 (SA)* and the *Work Health and Safety Regulations 2012 (SA)* including requirements and best practice in relation to work health and safety.
- Shows an accurate understanding of and can apply the *Botanic Gardens and State Herbarium Act 1978* and *Botanic Gardens and State Herbarium Regulations 2021*, other Acts as relevant, and the international and national requirements of botanic gardens horticulture and collections management.
- Proven track record in effectively supervising a team, and the ability to foster a collaborative environment to achieve organisational goals.

- A current class “C” driver’s licence.
- A current Senior First Aid Certificate.
- Willingness and ability to safely operate a 4wd and horticultural machinery.

Desirable Criteria

- Diploma in Horticulture desirable.
- Leadership/Management qualifications desirable.

Key Relationships/Interactions

- Works closely with Manager Garden Operations, Site Horticulture Managers and Living Collection Curator at BGS
- Senior Horticultural Curator Team and horticultural staff including Horticultural Trainees
- Other program areas within the BGS
- Representatives of key community organisations, plant societies, volunteer groups, visitors and state emergency services and support groups.
- First Nations Peoples and communities, research organisations and government agencies
- Tourism organisations and commercial operators
- Landscape Management Boards and DEW staff, especially in NPPL Division
- Volunteers and Friends of the Botanic Gardens of Adelaide
- Contractors and Lessees

Special Conditions

- Will 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.
- This role has been identified as a:

Position of trust ☒

Prescribed position ☒

Not applicable ☐

The following screening check(s) is/are required:

- You will be required to provide a valid Nationally Coordinated Criminal History Check prior to being employed, which is required to be renewed every three years before expiry. DEW will cover the cost of renewal.
- You will be required to provide a valid Department of Human Services Working with Children Check prior to being employed, which is required to be renewed every five years before expiry. DEW will cover the cost of renewal.
- Wearing a company uniform in accordance with BGS policy during working hours and/or when representing the Department is mandatory.
- The role may be required to participate in field operations requiring off-road driving, travel in light aircraft or boat, and/or overnight absences in remote locations.
- May be required to work outside of normal working hours, including weeknights, on weekends and public holidays.

- The incumbent may be assigned to a position at another BGS site dependent on organisational and individual requirements.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	• Motivating Others • Leading and Influencing Change	• Motivates others by involving them in planning common goals for the team. • Uses own drive to foster energy and personal sense of achievement in the team. • Communicates change positively and with commitment to their work team. • Deals with confusion and resistance by acknowledging issues and coaching staff on the way forward.
Achieves Results	• Assuming Accountability • Making Decisions	• Establishes own credibility by demonstrating personal and technical competence. • Shows initiative in moving projects forward and dealing with potential problems for the team. • Ensures decisions taken abide by relevant legislation, regulations and policies. • Knows when to seek further information, clarify issues or involve others in the decision making process.
Drives Business Excellence	• Facilitating quality and continuous improvement • Promoting customer service • Directing Resources	• Monitors and questions the effectiveness of existing practices within the team. • Acts as a role model by striving to deliver quality outcomes even when under pressure. • Acknowledges and responds positively to constructive feedback gained from customers. • Takes considerable effort to understand and respond to the requirements of diverse customers. • Sets priorities for the team effectively, allocating time and resources accordingly. • Ensures priorities are understood by team members.
Forges Relationships and Engages Others	• Communicating and managing conflict • Establishing and Maintaining Networks	• Maintains composure and a friendly demeanour in dealing with others. • Readily responds to requests for information and follows through on undertakings. • Builds trust in relationships through maintaining confidentiality and 'following through'.

		Shows tolerance and consideration for others by accepting diverse opinions and approaches nonjudgmentally.
Exemplifies Personal Drive and Professionalism	Modelling public sector values	- Displays commitment to the value of the public sector and the code of ethics. - Sets an example to team members by role modelling professional and ethical behaviour.

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](#).
- 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.

Date Delegate approved original classification:	February 2020	Original Class method:	Full
Updated:	RD Update only	Date this version approved by delegate:	1/7/2026