

Milang and District Community Association Incorporated

Position Description

Position:	Milang Environment Centre Community Nursery Assistant
Branch:	Shoreline Community
Location:	Milang
Reports to:	Nursery Manager
Hours of Work:	Casual as required
Special Requirements:	Current Police Check & Drivers License
Date :	2013
Commencement	February 2013
Remuneration	Nursery Award 2010 Level 4 Casual Rate \$23.22 / hour

Job and Person Specifications

1. Background Information

The Milang & District Community Association Inc. (MDCA) has been developing Shoreline Community as a social enterprise. MDCA will be seeking community grants and commercial tenders for plant propagation. In the past 12 months our nursery has grown 35000 plants and we intend to increase the capacity to 50000 plants

This job description is meant to describe the general nature and level of work being performed; it is not intended as an exhaustive list of all responsibilities, duties and skills required for the position.

This role entails assisting the Nursery Manager with day to day operations and taking responsibility for operations when the Manager is on leave or absent according to processes and procedures developed.

2. Summary of the broad purpose of the position

Position Objectives

- Work with Manager to plan propagating and seed collection schedules
- Assist with ordering for propagation materials
- Maintain equipment.
- Undertake propagation and seed collection activities.
- Coordinate staff and volunteers work if Nursery Manager absent.
- Undertaking Nursery Manager role for during leave and absence.

- Provide assistance to nursery staff and volunteers in all aspects of nursery activities including: OHS&W, Propagation, Hygiene, Seed Collection and General Maintenance.
- Carry out transplanting of seedlings and maintain a high level of nursery practice standards to ensure good plant growth and health.
- Monitor and follow guidelines for pest and disease control within the nursery.
- Monitor and ensure plants meet all contractual requirements and are in good condition and free of disease when leaving the nursery.
- Willingness to undergo further training relevant to the nursery management position.
- Ability to keep adequate records relating to all nursery activities.
- Keeping the Nursery Manager informed as necessary of issues that might adversely affect the sector or MDCA

4. Special Requirements

This position is required to:

- Work flexibly as part of a team
- Participate in regular performance development reviews
- Some work outside normal hours
- Undertake other duties as required within the scope of the SCHCADS Award

5. Key Responsibilities / Duties

Managing the Shoreline Community programs and activities including:

- Undertaking relief duties for Nursery Manager for leave and absence.
- Together with Nursery Manager developing a plan and schedule for the Plant Propagation Program
- Assist in the implementation of long term plans/extensions for the nursery.
- Assist Manager with planning for purchase of materials for propagation.
- Coordinate and carry out propagation activities.
- Coordinate and carry out seed collection activities and maintain adequate seed storage records.
- Provide assistance to nursery staff in all aspects of nursery activities including: OHS&W, Propagation, Hygiene, Seed Collection and General Maintenance.
- Carry out transplanting of seedlings and maintain a high level of nursery practice standards to ensure good plant growth and health.
- Monitor for pest and disease control within the nursery.
- Monitor and ensure plants meet all contractual requirements and are in good condition and free of disease when leaving the nursery.
- Willingness to undergo further training relevant to the position.
- Ability to keep adequate records relating to all nursery activities.

Equal Opportunity

MDCA employees are required to adhere to the requirements of the Equal Opportunity Act 1984 (as amended) and all other associated legislation.

Policies, Principles, Procedures and Guidelines

The employee will be expected to:

- Model the community development process whilst undertaking all duties and tasks.
- Adhere to the mission, objectives and philosophy MDCA.
- Work in accordance with MDCA policies, procedures and Delegations of Authority.
- Be responsible and accountable for maintaining official records created in this position according to relevant legislation, policies and procedures.

Occupational Health, Safety and Welfare and Risk Management requirements

Employees are responsible and accountable for:

- Complying with workplace policies and procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.
- Reporting any risks or potential risks identified in the course of their work. If the employee is unsure as to whether the issue/matter observed constitutes a risk to MDCA they should report the issue/matter immediately to the Chief Executive Officer.

Police Check

- Applicants will be required to undergo a police record check

PERSON SPECIFICATIONS

ESSENTIAL MINIMUM REQUIREMENTS

Educational / Experience

- Qualification in Horticulture, Conservation & Land Management or relevant experience to undertake this position.
- Current First Aid Certificate

Personal abilities/aptitude/skills

- Experience in managing human and physical resources
- Proven ability to communicate effectively with a broad range of people, including community/industry groups and practice effective working relationships with those stakeholders.
- Proven ability to assess, examine and critically analyse issues/problems and devise effective solutions.
- Excellent time management skills

Experience or training

- Experience in the delivery of community based environmental programs and working with community groups and volunteers
- Experience in commercial nursery operations
- A current driver's licence and reliable vehicle

Knowledge.

- Knowledge of Lakes Alexandrina, Lake Albert and Goolwa Channel plant species
- Knowledge of OH&S management policies and procedures