ACT Government
Chief Minister, Treasury and Economic Development

# POSITION DESCRIPTION

**Directorate:** Chief Minister, Treasury and Economic Development

**Division:** Economic Development

**Branch:** National Arboretum Canberra and Stromlo Forest Park

**Position Title:** Horticulture Supervisor

**Position Number:** P30924

**Classification:** GS09

**Location:** National Arboretum Canberra

**Last Reviewed:** October 2026

## WHAT THE DIRECTORATE DOES

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

## WHAT WE DO

**National Arboretum Canberra and Stromlo Forest Park Branch**

The National Arboretum Canberra was opened in 2013 and comprises a collection of approximately 44,000 trees in 94 forests featuring different types of rare, threatened and symbolic trees from around Australia and the world. It also houses the National Bonsai and Penjing Collection of Australia and includes the award-winning Visitors Centre, Margaret Whitlam Pavilion, Pod Playground, display gardens, unique sculptures and a range of other facilities to enhance the visitor experience.

The Arboretum enjoys strong community support and has a large volunteer presence through the Friends of the National Arboretum. Volunteers undertake a variety of roles including guided tours, working bees, scientific research, interpretation and public events.

Officially opened in 2007, Stromlo Forest Park is a world-class, multi-use recreational sporting facility available to both recreational and professional users. Stromlo Forest Park boasts a purpose-built event pavilion, a 1.2km road criterium cycling circuit, a 2.5km grass cross country running track, a network of equestrian trails and over 40km or mountain bike trails suitable for riders of all abilities.

## ROLE OVERVIEW

Supervising a small and dynamic team, your role is to oversee and undertake the scheduled and reactive maintenance of the high-profile garden areas and amenity landscape at the Arboretum. You will work in a team with other qualified professionals caring for the Arboretum's living collection, including but not limited to, pest and disease management, irrigation review and monitoring, garden and turf inspection, short and long-term maintenance planning, as well as volunteer, staff and contractor coordination.

## YOUR DUTIES AND RESPONSIBILITIES

Within limited supervision:

- Conduct regular inspections of all garden and turf areas to deliver high profile garden and turf management.
- Directly supervise, train, coordinate and oversee horticultural field officers, apprentices, volunteers and other stakeholder groups working within the Arboretum on horticultural projects.
- Develop weekly programs and assist with workflow planning.
- Contribute to the development of seasonal garden and turf renovation programs.
- Monitor, identify and control garden and turf pests and disease using integrated pest management principles.
- Assist with the development of irrigation programs specific to cultural requirements, soil type and environmental factors.
- Assist with operation and ensure maintenance of irrigation infrastructure is undertaken.
- Co-ordinate routine garden maintenance including volunteer activities.
- Assist with design, planning and development of garden installations.
- Assist in the delivery of programmed forest and tree maintenance when required.
- Monitor staff performance and attendance in line with performance management framework.
- Ensure cleanliness of depot facilities and equipment including storage areas and plant machinery.
- Conduct daily pre-start inspections of all plant and equipment used and schedule required maintenance.
- Deliver minor maintenance and upkeep of plant and equipment.
- Maintain and ensure staff meet data entry requirements informed by regular inspections and programmed maintenance.
- Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.
- Assist with the production of and adherence to site / job specific Workplace Health and Safety documentation requirements such as Work Method Statements, Standard Operating Procedures and Risk Assessments.
- Other duties as required.

## SELECTION CRITERIA

1. Demonstrated experience and well developed skills in horticulture including the maintenance of high profile garden areas.
2. Demonstrated leadership and ability to coordinate diverse teams inclusive of apprentices and volunteer groups.
3. Demonstrated ability to establish and achieve program targets within a dynamic environment.
4. Demonstrated independent judgement and initiative in solving complex operational problems.
5. Demonstrated self-awareness, professionalism and a proven commitment to the ongoing development of positive workplace culture including the integration of Workplace Health and Safety and principles of respect, equity and diversity.
6. Demonstrated organisational skills and ability to use information technology systems including field data collection applications.

## QUALIFICATIONS/ REQUIREMENTS

**Mandatory:**

- Relevant tertiary qualifications in Horticulture/Arboriculture
- ChemCert accreditation or willingness to obtain on commencement
- General Construction Induction or willingness to obtain on commencement
- Crystalline Silica Exposure Prevention or willingness to obtain on commencement
- Asbestos Awareness or willingness to obtain on commencement

**Highly Desirable:**

- MR truck licence
- Plant operator's licences
- Side by side ATV licence
- Irrigation and water management experience

**Other Requirements:**

- First aid certificate or willingness to obtain
- This position requires a pre-employment medical
- This position requires a Working with Vulnerable People Check
- This position involves direct supervision of staff

Further information on working at CMTEDD can be found at:
http://www.jobs.act.gov.au/__data/assets/pdf_file/0010/839467/Working-in-CMTEDD.pdf

## WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Horticulture Supervisor (position number P30924) and indicates how frequently each of these requirements would be performed. Please note that CMTEDD is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

| ADMINISTRATIVE | FREQUENCY |
|---|---|
| Telephone use | Occasionally |
| Radio use | Frequently |
| General computer use | Occasionally |
| Extensive keying/data entry | Occasionally |
| Graphical/analytical based | Occasionally |
| Sitting at a desk | Occasionally |
| Standing for long periods | Frequently |
| Designated workstation | Occasionally |

| STANDARD HOURS | FREQUENCY |
|---|---|
| Flexible working hours (access to flex time) | Never |
| Fixed or specified start/finish times | Frequently |
| Expected to work extensive hours over a significant period due to the nature of the duties | Occasionally |
| Access to Accrued Days Off (ADO's) | Frequently |
| Peaks and troughs | Occasionally |
| Frequent overtime | Occasionally |
| Rostered shift work | Never |

| SOCIAL DEMANDS | FREQUENCY |
|---|---|
| Work with others towards shared goals in a team environment | Frequently |
| Work in isolation from other staff (remote supervision) | Occasionally |
| Working in a call centre environment | Never |
| Working directly with the public | Occasionally |

| PHYSICAL DEMANDS | FREQUENCY |
|---|---|
| Distance walking (large buildings or inter-building transit or field work) | Frequently |
| Working outdoors | Frequently |

| MANUAL HANDLING | FREQUENCY |
|---|---|
| Lifting 0 – 5kg | Frequently |
| Lifting 5 – 10kg | Frequently |
| Lifting 10kg+ | Occasionally |
| Climbing | Never |
| Reaching | Frequently |
| Bending/squatting | Frequently |
| Push/pull | Occasionally |

| | |
|---|---|
| Sequential repetitive movements in a short amount of time | Frequently |

| **TRAVEL** | **FREQUENCY** |
|---|---|
| Frequent travel – multiple work sites | Never |
| Frequent travel – driving | Frequently |
| Frequent travel – interstate | Never |

| **SPECIFIC HAZARDS** | **FREQUENCY** |
|---|---|
| Working at heights | Occasionally |
| Exposure to extreme temperatures | Frequently |
| Operation of heavy machinery e.g. forklift | Occasionally |
| Confined spaces | Never |
| Excessive noise | Occasionally |
| Low lighting | Occasionally |
| Handling of dangerous goods/equipment | Occasionally |
| Working with asbestos | Never |
| Potential to encounter agitated customers | Occasionally |
| Exposure to potentially distressing case material | Never |

| **OTHER** | **FREQUENCY** |
|---|---|
| Uniform required | Frequently |
| Personal Protective Equipment (PPE) required | Frequently |