



ACT
Government

Chief Minister, Treasury and
Economic Development

POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and
Economic Development

Position Number: P37723

Branch: National Arboretum Canberra and
Stromlo Forest Park

Classification: GSO5/6

Location: National Arboretum Canberra

Position Title: Irrigation Field Officer

Last Reviewed: August 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 of mountain bike trails suitable for riders of all abilities.

DUTIES / RESPONSIBILITIES

The role's primary objectives are:

- Working to the Senior Horticulturist, provide technical and practical advice associated with the on-going maintenance and future development of irrigation to the living collections.
- Under limited supervision, monitor and where necessary perform all necessary irrigation maintenance and assist with the development or upgrading the system when technology advancements are practicable.
- Conduct regular inspections/audits for all components of an irrigation system and make recommendations to the TO4 Senior Horticulturist, the GSO9 Arboriculture Supervisor and/or the GSO9 Garden Supervisor, in maintaining forest and garden vigour, including seasonally required water usage.
- Assist with technical oversight of the irrigation systems and ensure accurate records are maintained, as part of the overall reporting framework for irrigation performance.
- Maintain a safe working environment, including all plant and equipment (P&E) is in good working condition and apply this when assisting other arboretum staff, including contractors, friends of the arboretum and our volunteers.
- 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.
- This position does involve direct supervision of staff, apprentices and volunteer activities as required.

SELECTION CRITERIA

1. Relevant qualifications and / or extensive demonstrated experience in the maintenance of drip, shrub sprayer and turf sprinklers and associated infrastructure back to the mastervalue in high profile horticulture or amenity turf applications.
2. Demonstrated ability to deliver work through planned programs and targets.
3. Demonstrated experience in operational problem solving.
4. Well developed verbal and written communication skills and includes the ability to provide technical reports and promote effective internal and external partnerships.
5. Experience and commitment to all workers and our visitors regarding, respect, equity and diversity and ensuring work health and safety practices are adhered too and managed according to ACT legislation, codes of practice, Australian Standards and on-site safe operating procedures.

QUALIFICATIONS/ REQUIREMENTS

Mandatory

- Current C Class driver's licence
- WH&S Construction Industry Induction White Card - CPCWHS1001
- Crystalline Silica Exposure Prevention - 10830NAT
- Asbestos Awareness - 11084NAT
- This position requires a Working with Vulnerable People Registration

Highly Desirable

- Certificate III or equivalent in irrigation, horticulture or sports turf management
- Side by side ATV operator's qualifications
- Plant licenses (backhoe, excavator, skid steer, tractor, front end loader, elevated work platform)
- Chemical application, storage, and transport qualifications (Chemcert III)
- First Aid Certificate or a willingness to undertake training (Provide First Aid, CPR)

Other Requirements:

- Direct supervision of staff (GSO3/4, Apprentices and Volunteers)

Other

Employees in broad banded GSO5/6 positions will be eligible to pass through the 'soft barrier' only when they have:

1. been at the 4th incremental point of their broad banded classification for one year:
2. demonstrated satisfactory conduct and work performance by complying with:
 - reporting requirements outlined in CMTEDD Attendance Policy;
 - ACT Public Service codes of ethics, values and expectations;
 - CMTEDD workplace Standard Operating Procedures; and
 - Satisfied the assessment criteria specified for the broad banded classification, including certificate III in irrigation or horticulture or sports turf management.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Irrigation Field Officer (position number P37723) 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
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)	Frequently
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	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	Frequently
Sequential repetitive movements in a short amount of time	Frequently

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Frequently
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
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