

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Horticultural Field Officer

Classification: General Service Officer 5/6

Position number: P46650, P41063 & P03823

Division: City Services

Business unit: Place Management

Location: Allara street, City depot

Reports to: Parks Presentation Team Leader (GS07)

Date last reviewed: 03/08/2026

Position requirements: White card, Asbestos Awareness card, Crystalline Silica Exposure training are essential, C-class Licence, Permanent Resident.

DIRECTORATE OVERVIEW

The City and Environment Directorate (CED) brings together the people, services and systems that shape Canberra's future. We are a new directorate with a bold purpose: to deliver smarter, more connected services that respond to the needs of our Territory and community.

CED was established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community. Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions.

We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks or supporting regulatory access, our people contribute to a connected, inclusive and resilient Canberra.

DIVISION OVERVIEW

City Services Division

City Services (CS) delivers a wide range of services which Canberran's rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, managing our roads, footpaths and cycle paths. City Services also maintain many of Canberra's lakes, ponds, public open spaces, city places and urban trees. The Division also manages ACT NoWaste.

BUSINESS UNIT OVERVIEW

City Presentation is a Branch within the City Places and Infrastructure Division and is responsible for planning and management of parks and the public domain, including lakes, street trees and public open space and city places. It maintains the look of the city and its environs and is responsible for, city rangers and the protection of trees on public and private land.

POSITION PURPOSE

This position will work within a team that plans and carries out horticultural maintenance/turf maintenance programs, pest control operations and other associate tasks within Canberra's irrigated parks and open spaces. The role involves training apprentices/trainees, cooperation within the team, carrying out site specific risk assessments, the allocation of plant and equipment for tasks, record keeping and reporting, and carrying out audits as required.

DUTIES / RESPONSIBILITIES

1. Work individually or as part of a team of employees engaged in horticultural programs and maintenance operations, carrying out tasks relating to urban open space and park presentation activities.
2. Deliver horticultural works programs within timelines, oversee quality control and maintain accurate records.
3. Operate and carry out basic maintenance on various machinery, including pre-start checks.
4. Undertake all work tasks in accordance with Place Management's Amenity Weed Control guidelines, horticultural maintenance, pest management, Temporary Traffic Management plans and procedures and Workplace Health and Safety (WH&S) Legislation.
5. Consistently deliver high quality customer services to the Canberra community.
6. Contribute and maintain a respectful work culture that ensures equity and diversity for all employees.

7. With the assistance of the Floriade Head Gardener, this position may involve direct supervision of 1 to 2 apprentices/trainees/staff.

SELECTION CRITERIA (CAPABILITIES)

Provide concise evidence of your **skills, knowledge and behaviours** against the duties above and the ACTPS Shared Capability Framework.

1. Extensive practical experience in horticultural maintenance/turf maintenance, pest control operations and the operation of equipment used in this work.
2. A demonstrated ability to follow supervisor's directions in the delivery of daily work programs.
3. Sound communication skills (oral & written), negotiation and conflict resolution skills and the ability to liaise effectively with management, staff and members of the public.
4. A proven ability to work in a safe manner and identify risks in accordance with safe work practices, including standard operating procedures and temporary traffic management plans and procedures.
5. Demonstrated understanding and commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Relevant qualifications in horticulture or turf management are highly desirable.
- AQF-3 Chemical Accreditation or willingness to obtain is desirable.
- Workplace Health and Safety Induction (White Card).
- Asbestos awareness card.
- Crystalline Silica Exposure training.
- Safe handling of sharps and infectious waste statement of attainment or willingness to obtain.
- Implement Traffic Control Plans qualification or a willingness to obtain
- Driver's licence C Class is essential, Medium Rigid (MR) is preferred.
- Permanent resident of Australia. Visa holders are eligible to apply for both permanent and temporary roles. Those with eligible visas may be considered for permanent employment, while individuals with temporary residency or limited-duration visas may be offered permanent employment for the duration of their visas.
- This position requires a pre-employment medical. [Please refer to the Understanding Pre-Employment Checks advice and use the work environment description below to inform this requirement.
- This position does not require a Working with Vulnerable People Check.

Broad banding

To be eligible to cross through the soft barrier from a GSO5 to GSO6 you must:

Attain Certificate III in Government.

Total number of units = 13

4 core units plus 9 elective units

Core Units

- PSPETH001 Uphold the values and principles of public service
- PSPGEN015 Work effectively with diversity
- PSPGEN019 Use workplace communication strategies
- PSPLEG001 Comply with legislation in the public sector

Elective Units

- BSBWHS301 Maintain workplace safety
- PSPGEN009 Work effectively in the organisation
- PSPGEN010 Contribute to workgroup activities
- PSPGEN014 Organise workplace information
- PSPGEN021 Contribute to conflict management
- BSBFLM309 Support continuous improvement systems and processes
- BSBFLM303 Contribute to effective workplace relationships
- BSBFLM312 Contribute to team effectiveness
- BSBITU306 Design and produce business documents

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Horticultural Field Officer, General Service Officer 5/6 (position number 46650, multiple) and indicates how frequently each of these requirements would be performed. Please note that CED is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently

Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Never
Standing for long periods	Frequently
Designated workstation	Never

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	Never
Access to Accrued Days Off (ADO's)	Frequently
Peaks and troughs	Occasionally
Frequent paid 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)	Frequently
Working outdoors	Frequently

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Occasionally
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Frequently

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

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
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