



ACT
Government

Chief Minister, Treasury and
Economic Development

POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and
Economic Development

Position Number: P60245

Branch: National Arboretum Canberra

Classification: GS05-6

Business Unit: Venues Canberra, National
Arboretum Canberra and Stromlo Forest Park

Location: Stromlo Forest Park

Last Reviewed: September 2026

Position Title: Field Officer

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.

DIVISION OVERVIEW

The role of the Economic Development Division is to facilitate the diversification and strengthening of the ACT economy as well as the creation of a vibrant community that will attract and retain people in the city.

Economic Development Division also has responsibility for coordinating and delivering a range of key strategic initiatives and major projects.

BUSINESS UNIT OVERVIEW

National Arboretum Canberra and Stromlo Forest Park

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 Australia and includes the award-winning Visitor Centre, Margaret Whitlam Pavilion, Pod Playground, display gardens, unique sculptures and a range of other facilities to enhance the visitor experience.

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.

The successful applicant will primarily contribute to land and facility operations at Stromlo Forest Park. While primarily based at Stromlo Forest Park, they may work at the National Arboretum from time to time with venue requirements.

DUTIES / RESPONSIBILITIES

Reporting to the Senior Venue Manager the role's primary objectives are:

- Undertake a broad range of horticultural, grounds and turf maintenance activities, including mowing, pruning, planting, weeding, spraying, watering, vegetation management and maintaining the presentation of the park.
- Undertake trail, precinct and minor facilities maintenance, including vegetation and debris removal, drainage and surface repairs, erosion control, fencing, signage, furniture, buildings and other Park assets.
- Safely operate and maintain vehicles, plant, machinery, tools and equipment used for horticulture, turf, grounds, trails, bushfire and facilities maintenance.
- Inspect Park areas and identify maintenance, safety and operational needs, using initiative and sound judgement to prioritise work and resolve routine issues within established procedures.
- Contribute to maintenance work programs by identifying resource, equipment and material needs, prioritising tasks and monitoring the quality and completion of work.
- Provide practical guidance and coordinate the day-to-day work of staff, contractors, apprentices and volunteers as required, ensuring work meets relevant procedures, SWMS, environmental and WHS requirements.
- Maintain accurate records of inspections, maintenance, chemical use, contractor activities and completed works, and contribute to reporting and identifying emerging maintenance requirements.
- Maintain a professional and visible presence across the park, communicating effectively with visitors, contractors, event organisers, stakeholders and colleagues to support the safe and effective operation of Stromlo Forest Park.
- Maintain work areas, depot facilities, plant and equipment in a safe and serviceable condition and undertake other duties as required.

SELECTION CRITERIA

1. Practical experience and the ability to plan and deliver horticultural and facility maintenance activities with initiative
2. Ability to operate, maintain and safely use plant, machinery, vehicles and equipment associated with horticultural, grounds, trail and bushfire management activities.
3. Ability to assess work requirements, prioritise tasks and deliver quality outcomes safely and effectively, both independently and with limited supervision.
4. Strong teamwork and interpersonal skills, with the ability to work collaboratively and provide guidance or support to staff, contractors, apprentices, volunteers and other stakeholders.
5. Good communication and record-keeping skills, including the ability to maintain accurate records and use electronic systems to document inspections, maintenance activities and completed works.
6. A commitment to workplace health and safety, environmental compliance and safe work practices, with a flexible, reliable approach to changing operational priorities and responsibilities.

QUALIFICATIONS/ REQUIREMENTS

Mandatory

- Current C Class driver's licence
- General Construction Induction (White card - CPCWHS1001) or willingness to obtain on commencement
- Crystalline Silica Exposure Prevention (10830NAT) or willingness to obtain on commencement
- Asbestos Awareness (11084NAT) or willingness to obtain on commencement
- Chemical application, storage, and transport qualifications (Chemcert III or equivalent)

Desirable

- Certificate III or equivalent in horticulture, land management or a related field
- Previous experience in turf management and maintenance.
- MR Truck and/or plant licenses (Skid steer, tractor, excavator)
- Side by side ATV operator's qualifications
- First Aid Certificate or a willingness to undertake training (Provide First Aid, CPR)

Other Requirements:

- This position requires a Working with Vulnerable People Registration

Other

This position is a temporary position for a period up to 6 months.

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 Horticultural Field Officer 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	Never
Graphical/analytical based	Never
Sitting at a desk	Occasionally
Standing for long periods	Frequently
Designated workstation	Frequently

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 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	Frequently

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+	Frequently
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	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	Frequently
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Occasionally
Handling of dangerous goods/equipment	Frequently
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