



ACT
Government

Chief Minister, Treasury and
Economic Development

POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and
Economic Development

Position Number: P37853

Branch: National Arboretum Canberra

Classification: GS05-6

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

Location: National Arboretum

Last Reviewed: September 2026

Position Title: Horticulture 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.

WHAT WE DO

National Arboretum Canberra

An Arboretum is a place where trees are cultivated for conservation, scientific and educational study, display and preservation. The National Arboretum Canberra was opened in 2013 and comprises a collection of approximately 44,000 trees in 94 forests featuring different types of threatened and symbolic trees from around Australia and the world. It also houses the National Bonsai and Penjing Collection and includes the award-winning Village Centre, Margaret Whitlam Pavilion, Pod Playground, large sculptures and a range of other facilities to enhance the visitor experience, including high profile garden and turf areas.

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.

DUTIES / RESPONSIBILITIES

The role's primary objectives are:

- Enhance the presentation of the National Arboretum, the recreational experience of visitors and present a professional, welcoming image to the public.

- Individually or in a team environment carry out specific and general horticultural duties including tree maintenance and or landscape maintenance.
- Provide a visible presence on site and interact with visitors to present a professional and welcoming image to the public in line with ACTPS values.
- Conduct regular inspections within areas of responsibility and report on maintenance requirements using electronic asset management systems.
- Operate and maintain machinery (small plant, spray equipment, pruning equipment etc).
- Ensure cleanliness of depot facilities and equipment including storage areas and plant machinery.
- Record maintenance activities on electronic asset management systems.
- Provide input into the preparation of work programs.
- Coordinate and supervise other staff, apprentices and volunteer activities as required.
- Ensure a high standard of safety within all work practices.
- Undertake other duties as required.

SELECTION CRITERIA

1. Practical experience and the ability to plan and deliver horticultural maintenance with initiative
2. Effective communication skills including experience communicating within teams and with volunteer groups
3. Proven capacity to work as part of a team including progressive task assessment, recognition of the team's skills and shared outcomes
4. Ability to operate horticultural equipment, plant machinery, irrigation systems and deliver routine maintenance as required
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. A strong work ethic, self-motivation and a demonstrated ability to use initiative, be flexible and respond in a dynamic environment

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

Desirable

- Certificate III or equivalent in horticulture
- Irrigation and water management experience/qualifications
- MR Truck and/or plant licenses (Skid steer, tractor, Elevated Work Platform)
- Side by side ATV operator's qualifications
- Chemical application, storage, and transport qualifications (Chemcert III)
- First Aid Certificate or a willingness to undertake training (Provide First Aid, CPR)

Other Requirements:

- This position requires a Working with Vulnerable People Registration
- Direct supervision of staff

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; and
 - CMTEDD workplace Standing Operating Procedures; and
 - Satisfied the assessment criteria specified for the broad banded classification, including Certificate III in Horticulture.

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	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 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