

Position title: Nursery Production Team Member	
Classification: Band level 3	Effective Date: September 2026
Reports to: Team Leader Horticultural and Landscape Services	Tenure: Permanent, Part Time

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

To provide high quality Nursery production services for Whitehorse City Council in a safe and professional manner.

Key Responsibilities

Position Specific Responsibilities

- Undertake operational tasks to deliver plant requirements for annual Nursery Production Plans in accordance with appropriate Nursery accreditation protocols.
- Undertake plant production from seed, cuttings and division, and potting of plants in various sizes.
- Undertake plant maintenance including weeding, watering, pruning, fertilising, pest and disease control and general plant care to ensure healthy plant production.
- Undertake seed and cutting collection in various parks and gardens.
- Undertake collation and dispatching of plant orders.
- Undertake data entry and administration tasks to record plant production and dispatching activities to maintain accurate plant management systems.
- Undertake general site maintenance of Nursery grounds including irrigation and filtration maintenance and completion of maintenance checklists.
- Undertake regular stock audits and formal stocktakes for financial auditing purposes.
- Provide effective customer service through professional relationships with suppliers, Parkland Advisory Committees, local Community Nurseries, various community groups, customers and other stakeholders.
- Assist with park planting programs where required.
- All tasks performed in accordance with Council Policies and Occupational Health & Safety Guidelines.
- Reporting of vandalism and damage of Council Property.
- Adequately maintain Council assets.
- Actively participate as a member of the Parks & Natural Environment Team.
- Actively contribute to the further development and enhancement of the parks and gardens networks across the Municipality.
- Undertake and complete relevant training and off-site education.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.



- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Accountability and Extent of Authority

The position is accountable for completion of assigned work schedules and tasks in accordance with established guidelines, procedures and rosters.

Budget: Nil

Staff responsibility: May provide on the job guidance or supervision of apprentices, trainees, work experience students, contingent works, contractors, volunteers or other team members under general supervision when required.

Judgement and Decision Making

- The position works under general supervision where a supervisor provides broad instruction and direction rather than constant hands-on oversight.
- The position is responsible for completing allocated tasks safely, correctly, on time and to the required standard.
- The position uses Council resources correctly, safely and efficiently, and reports issues where required.
- The position completes customer service and community requests including onsite inspections with tasks completed under general supervision.
- The position inspects and resolves issues and routine problems in the field and can troubleshoot and resolve problems using established procedures, practical experience and judgement under general supervision, and escalate to a supervisor when required.
- The position has the authority and freedom to act within established operations, guidelines, regulations, codes, technical controls, standards and Council policies, and be flexible and adapt to changing conditions on site.
- The position follows recognised or approved ways of doing work, including processes, standards, methods or guidelines used to complete tasks and make routine decisions, and provides input into the improvement of relevant operating practices.
- The position utilises knowledge and experience in the field including practical and technical understanding gained through learning and experience, used to plan and complete daily work, resolve problems and choose suitable work methods.

Specialist Knowledge and Skills

Licences and Experience:

- Practical horticultural knowledge gained through training and experience including best practice horticultural methods, plant identification, horticultural chemicals, landscaping, biodiversity conservation and operational requirements.



- Ability to understand and follow horticultural plans, designs, various environmental reports and other technical information required to deliver services in the field.
- Ability to safely and effectively use all required horticultural plant, materials, equipment and resources and report maintenance or operational issues as required.
- Must work within appropriate safety standards in accordance with the requirements of OH&S policies and relevant codes and regulations.
- Official licences, permits or authorisations required to perform the duties including:
 - AgVet Chemical Users Accreditation
 - First Aid Certificate
 - Working with Children Check
 - Victorian Driver's Licence

Technology:

- Ability to use relevant software and mobility asset management systems required to undertake completion and reporting of customer requests and work orders.

Qualifications and Experience

Qualifications/ Certificates:

- Certificate 3 in related field of horticulture, nursery, conservation and land management, parks and gardens, landscape and/or relevant experience in horticultural practices, nursery plant production, and park environmental maintenance regimes.
- Experience in the provision of relevant horticultural services with the capacity to undertake tasks by selecting from a range of techniques, systems, equipment, methods or processes.

Interpersonal Skills

- Ability to deal effectively with all members of the community and build and maintain positive relationships with all stakeholders including committees, volunteers, and residents.
- Ability to work with others in a helpful, constructive and respectful way to complete tasks and support positive working relationships.
- Ability to maintain professional relationships through respectful written and verbal communication, cooperation, reliability and appropriate conduct.

Key Relationships:

- The position will work under general supervision with numerous Departments, Coordinators, Team Leaders and staff across Council, and staff at all levels throughout the Parks and Natural Environment Department including relevant contractors.
- The position is required to maintain professional relationships with numerous stakeholders in the community including residents, volunteers, committees, groups, clubs and industry bodies.



Management Skills

- The position organises daily works to meet scheduled work programs and overall team objectives to the expected standard, timeframe and quality.
- Ability to work effectively on own and within a team to achieve goals.
- Ability to be flexible and adaptable to the relevant environmental conditions and work priorities to complete works.

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence.

Key Selection Criteria

1. Certificate 3 in nursery or related field of horticulture
2. Experience in nursery propagation and relevant horticultural services
3. Ability to use all required horticultural plant, materials, equipment and resources
4. Ability to deal effectively with all members of the community and build and maintain positive relationships
5. Ability to work effectively on own and within a team to achieve goals

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	Potting, dispatch, Nursery maintenance, stocktakes	Daily	
Hand/Arm Movement Tasks involve use of hand/arms	Potting, dispatch, Nursery maintenance, stocktakes	Daily	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	Potting, dispatch, Nursery maintenance, stocktakes	Daily	
Standing Tasks involve standing in an upright position	Potting, Nursery maintenance, stocktakes	Daily	



Reaching Tasks involve reaching above head, and above and equal to shoulder height	Occasional pruning and lifting pots down from shelving etc	Rarely	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	Potting, dispatch, Nursery maintenance	Daily	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	Potting, dispatch, Nursery maintenance	Daily	
Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body	Potting, dispatch, Nursery maintenance	Daily	
Keyboard Duties Tasks involve sitting at workstation and using computer	Writing and editing including using tablets	Sometimes	
Satisfactory Vision Standard of vision required equal to that required for driver's licence	Standard of vision required equal to that required for driver's licence	Daily	

Any other relevant comments: