

TECHNICAL OFFICER (HORTICULTURE)

POSITION DESCRIPTION

Position Title:	Technical Officer - Horticulture
Responsible To:	Workgroup Leader – Horticulture
Council Portfolio:	City Shaping
Council Program:	City Operations
Classification Level:	Salaried, Level 4

Overview of Portfolio

The City Shaping Portfolio leverages and celebrates our role as a Capital City Council and delivers the services that protect our heritage, Park Lands and urban environment and demonstrates our environmental leadership now and into the future.

Overview of Program

The City Operations Program ensures our City's assets, including streets, parks and other public spaces are attractive, clean, well presented and maintained so we all have a city to enjoy and be proud of.

Key Relationships / Interactions

Internal	Employees across the City Operations Program City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams
External	Residents Property and Business Owners Community and stakeholder groups relevant to specific initiatives State and Federal Government departments Non-government organisations Contracted service providers and suppliers Event organisers and Park Lands licensees

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Primary Purpose

As part of the City Operations Program, the Horticulture Technical Officer supports the delivery of a range of projects and initiatives from pre-conception through to completion and provides advice and support to Horticulture Workgroup Leaders.

This role ensures that projects and initiatives are delivered according to quality, cost and timeframe targets that underpin and achieve our longer-term Strategic Plan outcomes.

The Horticulture Technical Officer develops and maintains collaborative, productive and sustainable working relationships with internal and external stakeholders to help build and maintain the capacity of our teams, ensuring effective, high-quality outcomes are achieved for the City and its stakeholders.

In addition, the Horticulture Technical Officer will support the Horticulture Workgroup Leaders to develop partnerships with community, private enterprise and cultural organisations to plan for and deliver dynamic and creative places and spaces.

Responsibilities

The Horticulture Technical Officer is responsible for:

- Coordinating, supporting and implementing projects and initiatives from pre-conception through to completion in consultation with the Horticulture Workgroup Leaders.
- Developing effective working relationships with people across the organisation to ensure alignment across projects and programs.
- Providing timely, reliable and expert advice and support to the Horticulture Workgroup Leaders on matters relating to stakeholder engagement, projects and other initiatives.
- Experimenting and developing new ways of managing works and delivering projects.
- Developing and maintaining key relationships with stakeholders to identify opportunities for partnerships and collaboration.
- Coordination and implementation of communication and engagement to ensure effective project management.
- Developing and implementing solution-based approaches to resolve conflicts or challenges.
- Undertaking research, compiling relevant data and using this information to produce presentations and reports to inform longer-term strategic priorities for the City of Adelaide.
- Coordinating project budgets including purchasing and ordering of goods and services in line with Council's purchasing policy and procedures.
- Supporting the development and ongoing management of contracts, including specification writing, evaluation of tenders, implementation, ongoing monitoring and reporting.
- Management and allocation of Horticulture customer requests in line with our Customer Experience strategy.
- Delivering quality work in line with Horticultural Guidelines.
- Managing works through effective rostering.

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Responsibilities for all employees:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

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Position Criteria

Qualifications	A tertiary qualification in Project Management, Horticulture Diploma or related field and/or commensurate demonstrated experience in lieu of formal qualifications.	Essential
People Management	Demonstrated ability to supervise staff, contractors and volunteers in order to manage work and efficient use of resources in delivery across a complex range of areas and projects Experience and knowledge in all areas of Project Management.	Essential
Financial Skills & Acumen	Sound financial skills to assist in the delivery of remuneration/contractor and resource budgets. This may include cost benefit analysis, forecasting and projections when required.	Essential
Technical Knowledge & Experience	Extensive experience in the provision of service delivery in the Horticulture realm, including work programming and cost estimating. Experience and understanding of contract and project management within a Horticultural environment. Demonstrated experience in the organising and scheduling of staff across multiple skill sets.	Essential
Project Management	Understanding of a project life cycle, and the ability to assist with strategies relating to projects and programs and the ability to promote cross functional collaboration. Demonstrated ability to manage time, complex tasks, challenging projects and competing deadlines concurrently.	Essential
Innovation & Initiative	Proven ability to think strategically, analyse situations, develop creative solutions, and bring about outcomes. Ability to be adaptable and flexible and have a commitment to continuous improvement and have the ability to review procedures and systems and to recommend changes where appropriate. An innovative and creative thinker with the ability to translate ideas into actions. Proven experience in applying best practice principles and practices in supporting the development and delivery of projects, the measurement of performance and the review of services.	Essential
Resource Management & Decision Making	Exceptional time management and experience in supporting a diverse range of team deliverables and responsibilities. Sound understanding of resource and material requirements and allocations. Ability to develop strong relationships with suppliers and negotiate on behalf of Council.	Essential
Professional Development	A commitment to ongoing professional development and continuous learning.	Essential
Customer Commitment & Integrity	A commitment to internal and external customers demonstrated through the provision of timely and reliable information and support.	Essential

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<p>Collaboration & Communication</p>	<p>Ability to build positive relationships and engage, negotiate and communicate with a broad range of people, both internal and external to the organisation, including all levels of management, with professionalism and integrity.</p> <p>Possess a broad and active network of contacts within the community, residential and business sectors.</p> <p>Strong ability to work as part of a team with group processes and to effectively operate independently when necessary.</p>	<p>Essential</p>
<p>Administrative Skills</p>	<p>A high level of organisational skills</p> <p>Experience and understanding of software systems related to project management, communication and documentation of information.</p>	<p>Essential</p>
<p>Government Experience</p>	<p>Experience working in a government environment.</p>	<p>Desirable</p>

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Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	<p>Achievement</p> <ul style="list-style-type: none"> • Deliver what matters • Ensure clarity of direction and unity of purpose • Inspire excellence and strive for outstanding results
	<p>Collaboration</p> <ul style="list-style-type: none"> • Work together to build successful teams and partnerships • Be open, inclusive, and share knowledge • Seek, provide, and act on feedback
	<p>Customer Commitment</p> <ul style="list-style-type: none"> • Know your customers and put them first • Listen to and understand customer needs • Be responsive, close the loop and deliver on promises
	<p>Integrity</p> <ul style="list-style-type: none"> • Own your actions, successes and mistakes • Act with transparency, honesty, and respect • Do what you say you will do
	<p>Innovation</p> <ul style="list-style-type: none"> • Look for ways to improve and create positive change • Think broadly and take a wider viewpoint • Be responsive to new ideas and opportunities

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Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

Task	Office Workstation
Work Area	Various
Physical Demand Rating	Very Light Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	Critical Range of Motion: Shoulder to 90° flexion. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. Task Rotation: tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. PPE: Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking	✓			Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).**

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.