Position: BGLC Nursery Officer

Location: BGLC Nursery, 127 Wail Nursery Rd Wail VIC 3401

Reporting

The Nursery Officer reports to our Nursery Manager.

Package: Industry award in line with experience and qualifications

Duties

As our Nursery Officer, you will be accountable for nursery tasks as directed and responsible for:

- assisting with potting machines, seeding machines, bagging machines, transplanting machines, grading machines, etc.;
- assisting with spray application;
- cleaning;
- collecting cuttage, budwood or scions;
- flower bunching;
- general errands;
- general/labouring duties;
- grafting and budding;
- irrigation;
- labelling, stacking and preparation of stock for sale;
- mixing soil, container filling, container assembly;
- moving plants;
- order selection and assembly;
- packing shelves;
- packing plants and seedlings;
- picking and grading;
- plant care and ground maintenance;
- potting;
- preparing and sticking cuttings;
- spacing and moving plants;
- transplanting;
- tubing;
- unloading/receiving materials;
- using towing and/or carry-all vehicles etc.;
- watering; and
- weeding.

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ABORIGINAL CORPORATION RNTBC
ICN: 4395

Essential Criteria

- The Nursery Officer is required to keep a current Victorian driver's license.
- Basic level Microsoft Office skills
- Good people skills and the ability to represent the organisation in a professional manner

Professional Attributes

At all times the Nursery Officer will be expected to perform their duties with high standards of honesty, respect and integrity. They will maintain a positive attitude and be a self-starter who can work well independently and as part of a team.

The Nursery Officer will maintain confidentiality and be trusted with sensitive information.

Problem solving and judgment

The Nursery Officer is responsible for routine decision-making relating to an agreed work plan. Other decisions will be made collaboratively with the Nursery Manager.

Professional knowledge

The Nursery Officer has:

- Basic knowledge of office administration procedures.
- Knowledge and experience in nurseries and/or production horticulture or the capacity to acquire the skills appropriate to undertake the duties.

Management of Resources

The Nursery Officer will be responsible for managing their time effectively to deliver outcomes within agreed timeframes set in consultation with our Nursery Manager and our Manager, Economic Development.

Workplace Health and Safety

Each BGLC employee is required to take all reasonable steps to ensure their own health and safety
In our workplaces and to ensure the safety of their colleagues and others who visit our workplaces

Location

Wail Nursery, Wail.

Performance Review

The Nursery Officer will receive performance reviews in line with BGLC's performance review procedures.

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