

JOB DESCRIPTION

POSITION: Gardens and Grounds Manager

REPORTS TO: General Manager

UPDATED: June 2023

The Gardens and Grounds Manager is responsible for planning, maintenance, and implementation of gardens within the Willinga Pastoral properties. This includes but is not limited to Juandah, Greenacres, Naturi, Marama, and Karalee. The Gardens and Grounds Manager will deliver high quality garden presentation across the properties. This role is hands on, requiring exceptional attention to detail and a positive work attitude and will deliver clear direction, motivation and positivity to their reportable team members.

DUTIES AND RESPONSIBILITIES:

1. Presentation and Maintenance

- Maintain and develop the current landscape across Willinga Pastoral properties including but not limited to lawn mowing and edging, fertilising of lawns/trees/gardens, tree/shrub pruning and removal, spraying of pesticides/herbicides, horticultural activities, irrigation infrastructure, mulching and all other similar or related duties).
- Supervise landscape construction (including but not limited to the installation of footpaths, garden edges, water features, irrigation infrastructure, new planting of lawns and trees/shrubs and all other similar or related duties).
- Coordination of general repairs, maintenance and cleaning duties associated with the precinct, buildings, equipment, and other assets.
- Waste removal associated with the above-mentioned duties.
- Coordination of visitor/contractor access to the buildings and/or precinct.
- WHS compliance. Ensuring that all contactors engaged are inducted and the relevant paperwork is received in line with WHS requirements, including active and responsive use of Safe Ag app.
- Maintain records of work accomplished, documenting processes and procedures for institutional stability.

- Assist with the fulfillment of the Garden's plant collection and plant records policies.
- Requires only general direction; able to work independently and exercises sound judgment with minimal supervision
- Communicate weekly via meetings or verbal discussions on progress and updates to General Manager or Executive Chairman.
- Perform and support horticultural practices that encourage overall plant health and soil nutrition, to include sustainable gardening and integrated pest management practices.
- Plant, equipment, vehicles and machinery (including but not limited to ensuring pre-vehicle inspection checks, regular servicing, vehicle/plant/equipment/machinery compliance and vehicle presentation).
- Any other adhoc duties as directed by management.

2. General Duties

- Lawn and grounds maintenance (including not limited to mowing, edging, weeding and fertilising of lawns).
- Landscape maintenance (including but not limited fertilising of trees/gardens, tree/shrub pruning and removal, spraying of pesticides/herbicides, horticultural activities, irrigation infrastructure, mulching and all other similar or related duties).
- Truck driving, woodchipper, bobcat, tractor, excavator work, fence painting, chainsaw work, assisting contractors, irrigation maintenance, turfing, seeding, tree transplanting, unloading of trucks for horse feed.
- Assist in maintaining the presentation of the precinct, ensuring all areas are clean, swept, dusted, cobwebs removed, blown and waste removal.

3. People Management

- Provide and show leadership, give direction through effective communication with clear instructions to team members, including expected of delivery timeframes. It is expected that the Gardens and Grounds Manager will lead by example with maturity and good work practices to the Grounds team and business.
- Collaborate with team members to improve and enhance operations standards, policies and procedures, along with tasks required for maintaining the highest standards of horticultural operations, including attending staff meetings, interacting with board directors and the public.

- Effective planning and workload distribution across the grounds team through weekly team briefings, encourage feedback and ideas from team members.
- Recommend training opportunities to ensure team members are up to date with qualifications and refresher courses as required.
- Responsible for managing the team database on Connx, submitting, and managing Employee Self Service requests, communicating staff and payroll changes to the Payroll and Human Resource teams.
- Regularly engage with the General Manager and ensure Head of Human Resources is across any people management conflicts or issues as they arise.
- Regularly engage with Human Resource team on recruitment with the approval of General Manager.

4. Performance Management

- Hold employees accountable for performance and Willinga Pastoral values, showing no bias towards team members. Meet the zero tolerance of negativity (as per values) – this includes the Gardens and Grounds Manager being the role model in this regard.
- Documenting all discussions for file notes and performance reviews (no discussion is to be held without General Manager – Willinga Pastoral present and/or Human Resources)
- Follow the requirements of conducting discussions as per the Human Resource guidelines and ensuring any issues are discussed with the General Manager of Willinga Pastoral, Human Resource Manager and/or Head of Human Resources.
- Conduct performance reviews with General Manager and/or Human Resource Manager and/or Head of Human Resources members on an annual basis.

5. Cost and Reporting

- Reporting of faults or failures (including WHS issues) in the operation or management of any aspect of Willinga Pastoral.
- Annual budget preparation and including monitoring and reviewing costs for the grounds maintenance throughout the year ensuring costs are monitored and best price is achieved for Willinga Pastoral.
- Authorisation of invoices, ensuring these costs are reviewed and sent in a timely manner
- Prepare and submit a monthly Management report for the Executive Team

- General duties and adhoc task; and all other duties as directed by a supervisor or Willinga Pastoral Management Team.
- Maintain records of work accomplished, documenting processes and procedures for institutional stability.

6. Other

Willinga Pastoral may hold events or activities throughout the year where staff will be required to attend in exchange for time off in lieu post event. Gardens and Grounds Manager will work closely with General Manager Willinga Pastoral to:

- Understand the requirements of resourcing for events and/or activities at Willinga Pastoral – whilst also having resources continue to be present post event.
- Assisting with the setting up and packing down of onsite events and/or activities by providing reactive support and assistance to management, event staff and external stakeholders throughout the duration of Willinga Pastoral events. ** Hours of work can be changed due to operational requirements.

Requirements and Qualifications

- Driver's licence.
- 5-10 years' experience in a similar role.
- Certificate III in either Horticulture or Parks & Gardens or equivalent qualifications with experience in the maintenance of horticultural displays, pest and disease control, weed management, plant nutrition and irrigation control and in the maintenance and use of all associated plant and equipment.
- Truck licence (desirable).
- Chemical Certificate (desirable).
- WHS certificate (or be willing to undertake this course)
- Industrial White card.
- This role requires overnight travel on a regular basis between the Willinga Pastoral properties.

POSITION ATTRIBUTES:

The Gardens and Grounds Manager will need to have the following core attributes:

Excellent Written and Oral Communication Skills

The Gardens and Grounds Manager will be communicating with the public, high profile clients and internal stakeholders whilst building strong relationships across the Willinga Pastoral Companies. These relationships include both internal and external clients of Willinga Pastoral.

Team Player

The Gardens and Grounds Manager will demonstrate teamwork skills within the Equine and Stud Infrastructure and across all the Willinga Pastoral teams. This includes no office politics by always showing equal respect to your colleagues and team members. As the Gardens and Grounds Manager will have daily interaction with the public, the Gardens and Grounds Manager will need to develop and foster positive internal and external relationships to manage ad-hoc duties and tasks as directed by the Management team.

Delivery of Service

The Gardens and Grounds Manager must ensure the delivery of service to the public, sub-contractors and clients are attended to in an efficient, timely and professional manner. This involves the constant feedback on progress to the stakeholders to ensure the delivery of service is of a high standard.

Presentation and Image

The Gardens and Grounds Manager must be professionally presented in the supplied Willinga Pastoral uniform and have a clear understanding that they are always representing the business in a professional manner.

Organisational and Time Management skills

The Gardens and Grounds Manager will have the responsibility of ensuring that all administration tasks i.e. coding of invoices and filing are completed in a timely manner to ensure data and costs are recorded effectively.

Willinga Pastoral Values

The Gardens and Grounds Manager will positively follow the Willinga Pastoral Values to ensure the culture is maintained as a family owned, positive and professional business.

Feedback

The Gardens and Grounds Manager will participate from time to time in a feedback process such as 360 degree or a formal review as part of their professional development. The Gardens and Grounds Manager will use this feedback to understand development and learning opportunities associated with their role within the business. Annual reviews will be conducted with your direct manager and Head of Human Resources as well as encouraging live feedback at any time you or your manager feel necessary during your employment. It is expected that the Gardens and Grounds Manager engage in feedback discussions in an open and constructive manner and work together with their manager on genuine opportunities to improve performance.

Confidentiality

The role of the Gardens and Grounds Manager requires handling of sensitive information of all clients of Willinga Pastoral. It is expected that the Gardens and Grounds Manager will not divulge any confidential information to any third party or employees unless directed to do so by the Head of HR or Managing Director. Refer to the **Confidentiality Information Clause (Schedule 2)** of your employment contract.

Self-Starter

The role requires a level of autonomy in that the Gardens and Grounds Manager provides support to the Station Manager, colleagues and other stakeholders and will not have to require ongoing direction. That is, the Gardens and Grounds Manager will understand the position and create opportunities to better the role with fresh ideas and innovative ways of undertaking it.

Software

The Gardens and Grounds Manager is required to be proficient in all aspects of the following software programs:

- Microsoft Office software, including Word, Excel, PowerPoint and Outlook.
- Relevant WHS management software

Target Safety – Aim High

All Willinga Pastoral workers have a duty to:

- take reasonable care for their own health and safety.
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.

- comply, so far as they are able, with any reasonable instruction that is given by Willinga Pastoral Management to allow it to comply with its work, health, and safety obligations.
- comply with any reasonable policy or procedure of Willinga Pastoral relating to work health and safety.
- follow all Safe Working Procedures and Safe Work Method Statements relevant to their role.

Risk management

All Willinga Pastoral employees have a duty to identify and assess potential risks that may hinder the reputation, safety, security and financial prosperity of Willinga Pastoral.

- Manage the process of identifying and assessing the risks that could/would affect the business.
- Report and communicate risk issues to Risk Management Committee as soon as possible.
- Implement where appropriate, risk control actions.
- Comply and implement systems, policies, and procedures for the identification of risk.
- Collection, analysis of risk related and compliance information and share with Willinga Pastoral employees and management where required.

Employee: _____ Manager: _____

Signature: _____ Signature: _____

Date: _____ Date: _____