

# Gardener – Hollard Gardens

## Purpose | Te arotahi mātua

The Gardener (Hollard Gardens) is responsible for working collaboratively and cohesively within the Regional Gardens team to undertake garden maintenance and development activities at Hollard Gardens. They will also encourage the increased public use of Hollard Gardens by participation in events/functions and welcoming visitors to the property.

The role encompasses engagement with iwi/hapū, the science community, and a range of internal and external stakeholders. Effectively communicating specialised horticultural and property information to a range of audiences is a key aspect of this role.

## Role dimensions | Te ahu mahi

Responsible to:	Head Gardener – Hollard Gardens
Responsible for:	Nil
Primary location:	Stratford, although travel throughout the region maybe required as part your daily duties
Job context:	Permanent, Full-time

## Organisational context | Te horopaki whakahaere



## Role specific areas of responsibility | Whakaritea ngā wāhanga kawenga

The key responsibility areas are provided as a guide only. Performance measures for this job will need further discussion between the job holder and People Leader/Manager as part of the performance development process.

- |                             |  |
|-----------------------------|--|
| <b>Garden maintenance</b>   | <ul style="list-style-type: none"><li>• Apply curatorial skills to the maintenance and enhancement of Hollard Gardens, and its plant collection.</li><li>• Present and maintain Hollard Garden to the standard established in the garden asset management plan.</li><li>• Carry out horticultural duties as required, including weed control, planting and plant husbandry tasks to best horticulture practice.</li><li>• Undertake minor arboriculture work as required.</li><li>• Undertake routine maintenance of garden structures and paths.</li><li>• Undertake routine maintenance of the water reticulation.</li><li>• Undertake specific Hollard garden projects as instructed by the Head Gardener or Regional Gardens Manager.</li><li>• Ability to manage volunteers.</li><li>• Induct and manage contractors as required.</li><li>• Assist the Botanical Records and Interpretation Officer to ensure that accurate plant database records are provided.</li><li>• Safety procedures must be adhered to in accordance with Council Policy and the Health and Safety in Work Act 2015.</li></ul> |
| <b>Events</b>               | <ul style="list-style-type: none"><li>• Assist the Events Facilitator – Regional Gardens to increase the public use of Hollard Gardens by participating in the development and presentation of functions and events.</li><li>• Welcome visitors and conduct tours around Hollard Gardens.</li><li>• Assist Education team with school groups.</li></ul>  |
| <b>Special requirements</b> | <ul style="list-style-type: none"><li>• Must be able to undertake the physical requirements of the position.</li><li>• May be required to work with hazardous and toxic materials.</li><li>• May be expected to work under conditions in which personal risk is maybe incurred and safety procedures must be adhered to in accordance with the Council's Policies and Procedures.</li></ul>  |
| <b>Health and safety</b>    | <ul style="list-style-type: none"><li>• Take all practicable steps to ensure a safe and healthy workplace by promoting, implementing and supporting appropriate health and safety practices.</li><li>• Ensure that measures are in place to protect the health, safety and welfare of visitors to Regional garden.</li></ul>   |





## Organisational areas of responsibility | Ngā wāhanga whakahaere

- **Be a team player** – Contribute to the greater team and organisational goals by completing projects and tasks in an efficient and effective manner, including any additional activities as directed by your People Leader.
- **Be flexible and adaptable** – Flexible work arrangements meet the needs of our customers, the Council and the individual and may include the need to work outside normal office hours from time-to-time.
- **Look after yourself and others** – Work within the Council's health and safety systems, policies and procedures at all times to limit risk and keep yourself and those around you safe.
- **Work with integrity** – Maintain high professional and ethical standards that align with relevant legislation, Council policies and our values.
- **Develop yourself and others** – Proactively seek out opportunities for your own professional development and work alongside others to develop them, including actively taking part in Our TRC.
- **Be culturally aware** – Show appreciation and understanding of Māori culture and values and put these into practice in your work.
- **Be an agent for change** – Always be on the lookout for ways to do things better, faster or smarter and be an active participant in the continuous improvement culture.
- **Be digitally savvy** – Understand and be competent in the use of digital technologies relevant to your role, including processing and storage of Council information in line with relevant policies.
- **Emergency planning and response** – Where required, participate in emergency management training exercises and support Council during an emergency management response, having due regard to the safety of your family.
- **Live our values** - Be aware of and demonstrate our values in ways that support inclusivity in every aspect of our work.

## Delegations of authority | Te tuku mana

Delegations for all roles are set out in the **Taranaki Regional Council Delegations Manual** as appropriate.



## Personal specifications | Ngā whakaritenga whaiaro

- Qualifications**
- A Level 4 qualification or working towards gaining an amenity horticulture or public gardening qualification is required.
  - Preferably a Level 4 advanced qualification in amenity horticulture or public gardening.
- Experience**
- At least three years' experience in amenity horticulture or public gardening.
  - Have technical and practical proficiency and competency relevant to this role's specialisation.
  - Extensive experience in plant knowledge and care.
  - Extensive practical experience in garden maintenance and best practice.
- Skills**
- Taranaki Regional Council has a skills pathway framework enabling people to plan their development and grow their skills. The core skills required for this position are aligned with **He Pukenga Ara Skills Pathway**, and a summary table is included in Appendix 1.
  - Ability to mentor and train apprentices and students.
  - Ability to operate and maintain a wide range of powered hand tools and machinery.
  - Construction and maintenance of small projects (for example; paths, benches, low retaining walls).
  - Drivers Licence for manual vehicles.
- Knowledge**
- Working knowledge of garden management, trees and plants, both native and exotic.
- Personal attributes**
- Working knowledge of water reticulation systems
  - Self-motivated
  - Adaptable
  - Strong initiative
  - A can-do attitude
  - Self-awareness
  - Warm, friendly and welcoming personality



## Functional relationships | Te whanaungatanga mahi

Build, maintain and role model meaningful effective and sustainable relationships with;

- Internal**
  - Other Gardens staff
  - All Taranaki Regional Council staff
  
- External**
  - General public
  - Contractors
  - Volunteers
  - Botanic Gardens and other aligned organisations
  - Interest groups

## Changes to job description | Ngā huringa ki ngā whakaahuatanga mahi

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.





## Our key messages | Ko ā mātou kōrero mātua

Taranaki Regional Council works with the Taranaki community:



Improving lifestyles  
Supporting livelihoods  
Taking Taranaki forward

## Our mission | Tō tātou mihana

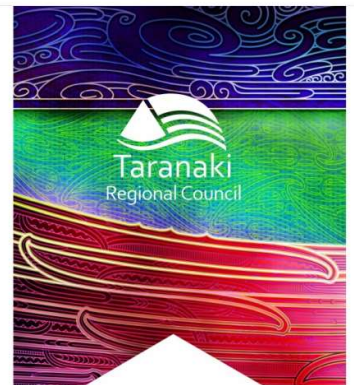
To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources.
- Safeguarding Taranaki's people and resources from natural and other hazards.
- Promoting and providing for significant services, amenities and infrastructure.
- Representing Taranaki's interests and contributions to the regional, national and international community.

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

## Our values | Tō tātou whanonga pono

- **Integrity** | We do what is right, rather than what is easy.
- **Teamwork** | We are one TRC team, working together with courage and purpose.
- **Care & Respect** | We demonstrate care and respect for ourselves and others; we treat everyone with dignity.
- **Agility** | We strive for excellence, embracing change as an opportunity for innovation.





## Our health and safety | Tō tātou Hauora me te haumarū

The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities.

### There are two key points to health and safety:

- 1 The safety of our people and the communities in which we operate always comes first.
- 2 We are all empowered and expected to challenge any unsafe situation at work.

### We will achieve these by:

- Building a positive culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicating
- Develop knowledge
- Investigating and learning



# He Pūkenga Ara Skills Pathway

Skill Area	Capabilities
Service Delivery	<ul style="list-style-type: none"><li>• Service Standards</li><li>• Customer Service</li><li>• Judgement and Decisions</li></ul>
Organisational Impact	<ul style="list-style-type: none"><li>• Aligns Work</li><li>• Collaborates</li><li>• Assesses Impact and Value</li><li>• Promotes Change</li></ul>
Self-Awareness	<ul style="list-style-type: none"><li>• Knows Self</li><li>• Develops Self and Others</li><li>• Builds Trust</li></ul>
Communicates Effectively	<ul style="list-style-type: none"><li>• Clear Messages</li><li>• Adapts Style</li><li>• Tact and Diplomacy</li></ul>
Digital Technology	<ul style="list-style-type: none"><li>• Systems Knowledge</li><li>• Works Efficiently</li><li>• Data Management</li></ul>
Wellness and Risk	<ul style="list-style-type: none"><li>• Policies and Procedures</li><li>• Manages Risks</li><li>• Proactive Wellbeing</li><li>• Site Safety</li></ul>
Cultural Awareness	<ul style="list-style-type: none"><li>• Reo</li><li>• Tikanga</li><li>• Whakawhanaungatanga</li><li>• Local context</li><li>• Mātauranga Māori</li><li>• Regulatory Environment</li></ul>