

Nursery Production Coordinator

Purpose | Te arotahi mātua

The Nursery Production Coordinator is responsible for working collaboratively and cohesively within the Land Management team to create and implement the nursery management plan and to coordinate the production of quality poplar and willow material for soil conservation works.

This is predominantly the management, implementation, establishment and maintenance of plant material to maximise the production potential of the Lepperton Nursery but includes providing advice to plan holders on the establishment and maintenance of on-farm nurseries. The supervision and training of casual staff is required during specific seasonal activities. The Nursery Production Coordinator will oversee and undertake the harvest and dispatch of poplar and willow material, and assist with the dispatch of riparian plants when required. Maintaining the nursery to a high standard will be required through the implementation of a mowing and spraying programme.

Role dimensions | Te ahu mahi

Responsible to: Land Services Manager

Responsible for: Nil

Primary location: Taranaki Regional Council Poplar and Willow Nursery (Lepperton), although some travel throughout the region maybe required for training or onsite advice

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.

Production and dispatch of plant materials

- Coordinate and undertake, the establishment, maintenance, pruning, harvest and dispatch of poplar and willow material.
- Provide advice and assistance to plan holders with the establishment of on-farm poplar nurseries.
- Implement and monitor production operations to achieve production goals and standards. This includes:
 - Quality standards and regulatory requirements
 - Production goals
 - Production activities
 - Harvest plan
 - Implement and monitor a crop protection plan to meet production goals and standards
- Implement and monitor crop management techniques to optimise production. This includes:
 - Plant biology
 - Plant management techniques used to optimise production
 - Implement and monitor environmental risk management in a nursery.
- Assist with the delivery and dispatch of riparian plant material.

Maintenance and weed/pest control

- Ensure all machinery is maintained in excellent working order.
- Coordinate the maintenance of shelter belts/fences and the regular mowing of inter row lanes.
- Ensure buildings and general site are maintained to a high standard.
- Implement scheduled spray regimes for weed control, plant pest control and general nursery maintenance.

Supervise and train casual staff

- Supervise and provide instruction to team members for production and maintenance, riparian and poplar dispatch using a range of effective communication and interpersonal skills.

Special requirements

- Apply knowledge of environmental factors and sustainable practices to implement and monitor nursery crop management systems with a new optional topic that:
 - Demonstrates and applies knowledge of water conservation and use.
- Must be able to undertake seasonal tasks including during inclement weather.
- Must be able to travel to designated, on-farm nursery sites.
- Must be able to undertake the physical requirements of the position.
- May be required to work with hazardous and toxic materials.
- 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.





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 NZ Certificate in Horticultural Management (Level 4) or equivalent experience in a field that is relevant to the specialisation of this role is desirable.
 - Grow safe qualifications for the use of sprays and equipment.
- Experience**
- At least three years' experience in the horticultural industry preferably in plant propagation or nursery management.
 - Have technical and practical proficiency and competency relevant to this role's specialisation.
 - Experience with building and maintaining effective relationships and gaining the cooperation of a wide range of internal and external stakeholders.
 - Practical experience and expertise in horticultural/silvicultural techniques 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.
 - The application of sprays and/or alternative methods of pest control.
 - Ability to self-manage as well as provide direction and training to seasonal staff.
 - Ability to operate and maintain a wide range of powered hand tools and machinery including tractor and ATV.
- Knowledge**
- A working knowledge of the production of trees and plants.
 - A working knowledge of the operation and maintenance of machinery.
 - A working knowledge with the use and storage of chemicals.
- Personal attributes**
- Self-motivated
 - Adaptable
 - Strong initiative
 - A can-do attitude
 - Self-awareness
 - Physically fit



Functional relationships | Te whanaungatanga mahi

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

- Internal**
 - Land Management Team
 - All Taranaki Regional Council staff
- External**
 - Landowners

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 it 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 haumaru

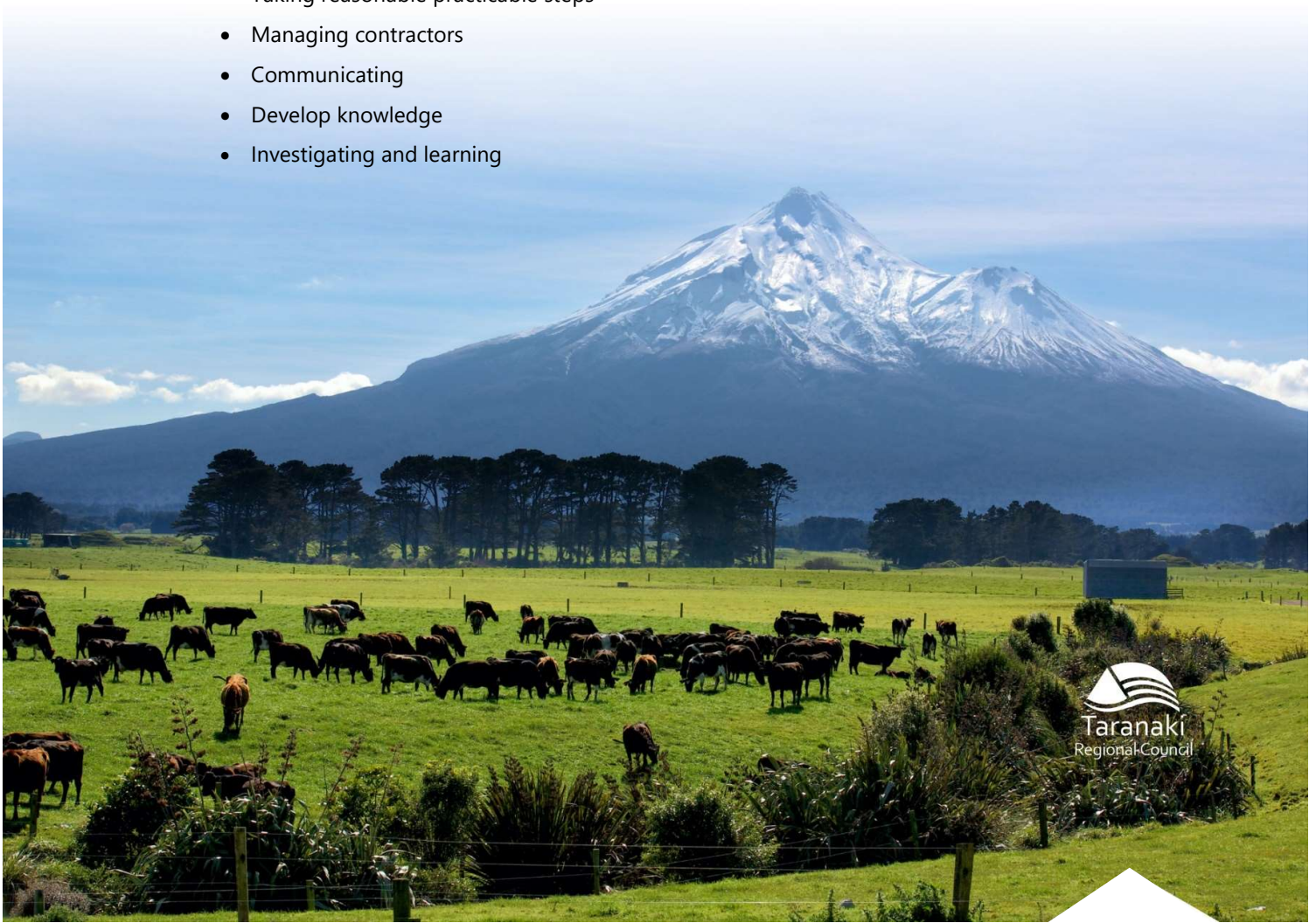
The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our 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"> • Service Standards • Customer Service • Judgement and Decisions
Organisational Impact	<ul style="list-style-type: none"> • Aligns Work • Collaborates • Assesses Impact and Value • Promotes Change
Self-Awareness	<ul style="list-style-type: none"> • Knows Self • Develops Self and Others • Builds Trust
Communicates Effectively	<ul style="list-style-type: none"> • Clear Messages • Adapts Style • Tact and Diplomacy
Digital Technology	<ul style="list-style-type: none"> • Systems Knowledge • Works Efficiently • Data Management
Wellness and Risk	<ul style="list-style-type: none"> • Policies and Procedures • Manages Risks • Proactive Wellbeing • Site Safety
Cultural Awareness	<ul style="list-style-type: none"> • Reo • Tikanga • Whakawhanaungatanga • Local context • Mātauranga Māori • Regulatory Environment