

Position Description

POSITION TITLE	Nursery Assistant
DEPARTMENT	Conservation
REPORTS TO	Nursery Supervisor
DIRECT REPORTS	Volunteers
SALARY	Scale – 4
WORKING ARRANGEMENT	Roster Pattern – 7-DAY Monday to Sunday, including evenings, weekends, and public holidays and special events.
REVIEWED	March 2025

OUR ORGANISATION

We are a leading conservation and sustainable tourism organisation and are privileged to manage 1,980 hectares of coastal reserves, wetlands, and woodlands across Millowl (Phillip Island), which forms part of the traditional lands of the Bunurong. We are an organisation deeply committed to reconciliation and we recognize that the Land, Waters and Sea are of profound spiritual, cultural and economic importance to Aboriginal and/or Torres Strait Islander People.

Our nature-based tourism experiences fund research-led conservation and land management. The heart of our offering lies in distinctive opportunities for visitors to immerse themselves in nature, engage with wildlife, and connect with the region's history and culture. This supports our innovative research, which forms the foundation from which our conservation and education programs are designed.

We strive to provide a safe and inclusive work environment for the passionate team of staff, volunteers and contractors who collectively enable us to achieve our vision. We demonstrate this commitment through:

- A strong commitment to Reconciliation through our Reconciliation Action Plan and Aboriginal Employment Strategy.
- Diversity and inclusion celebrations supported by our 'Values and Wellbeing' Committee.
- Gender Equity and Accessibility Action Plans.
- Safety leadership and committed focused on all aspects of our physical and mental health in the workplace.

POSITION PURPOSE

As the Nursery Assistant, you will coordinate the general operations of the Barb Martin Bushbank native plant nursery. You will be overseeing aspects of plant production processes for both internal and external customers. Your responsibilities will include managing the curation of a diverse range of plants, ensuring effective control of pests and diseases, weed management, plant nutrition, and irrigation. You will also support volunteers, work placement, and intern programs within the nursery. Additionally, you will provide support to the monitoring and evaluation of revegetation programs undertaken by the Conservation Department.

Our Purpose

Why we are here

To protect nature for wildlife and inspire people to act

Our Vision

What we want to be

A place where conservation and ecotourism excellence inspire people to actively protect the environment

Our Values

How we make choices

NATURE CONSERVATION IS PARAMOUNT

- Guided by Bunurong
- Evidence based to inform decisions
- Choose most sustainable
- Consider impact on nature first

ENGAGING EXPERIENCES

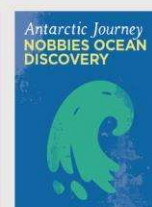
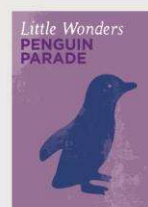
- Authentic and natural
- Welcoming and inviting
- Creative, fun and inspiring
- Act with understanding sensitivity

FUTURE FOCUSED

- Plan and think strategically
- Take initiative and be responsive
- Embrace change, flexible thinking and adaptable in our actions

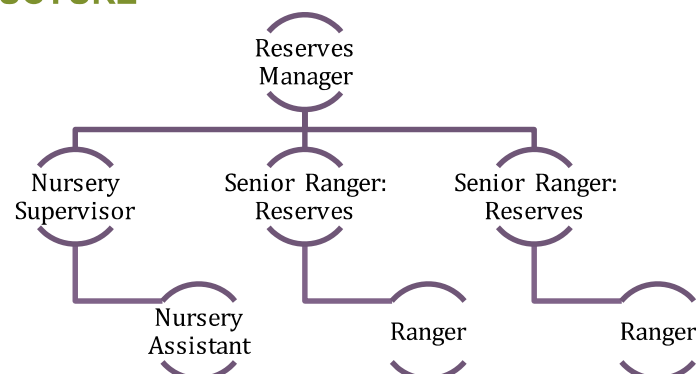
DELIVERING OUTCOMES TOGETHER

- Build strong partnerships based on trust, openness and transparency
- Deliver on our promise
- Encourage dialogue and feedback
- Empowered to work with others
- Foster culture of inclusion and safety





DEPARTMENT STRUCTURE



JOB SPECIFICATION

KEY DUTIES AND RESPONSIBILITIES

- Produce quality coastal indigenous plants and meet annual plant targets by propagating plants using a range of techniques and production methods
- As directed by the Nursery Supervisor, oversee and coordinate aspects of the day to day running of the nursery which include:
 - Maintain production flow through the nursery
 - Maintenance of stock and site including watering/irrigation, weeding, cleaning, pruning, fertilisation and general site maintenance.
 - Pest & disease identification and treatment as required.
 - Stock ordering, manage inbound deliveries, site displays and services
- Implement the seed collection program as directed by the Nursery Supervisor, with appropriate timing and methodology and maintain a seedbank as appropriate with staff and volunteers.
- In conjunction with the Conservation Department staff, assist with planning for Nature Parks revegetation projects
- Undertake monitoring and evaluation of Nature Parks revegetation projects
- Aim to meet financial targets for wholesale, grow-to-order and retail sales predictions.
- Allocate suitable activities for the volunteers based on their skills and capabilities
- Engage and support volunteers in line with the Nature Parks Volunteer Program and provide regular training and/or refreshers
- Provide on the job training, support and recognition for volunteers and internal staff



WORKPLACE EXPECTATIONS

- Behave in a way that demonstrates our values, organisational workplace behaviour and code of conduct
- Proactively engage in learning and development, meetings and maintaining up to date knowledge of activities and events occurring across all areas the Nature Parks
- Provide and maintain a working environment that, as far as reasonably practicable, is safe and without risks to the health, safety and wellbeing of all (employees, contractors, volunteers, children)

KEY SELECTION CRITERIA

EXPERIENCE, KNOWLEDGE AND SKILLS

- Knowledge of Victorian coastal indigenous flora and vegetation communities.
- Proven experience in plant propagation (native plants preferred)
- Strong background in plant nursery operations.
- Demonstrated ability to work collaboratively with volunteers, contractors, and community stakeholders.
- High-level communication skills, proficiency in Microsoft Office, and operational workflow management.
- Exceptional customer service skills.

OTHER REQUIREMENTS

Commence employment with Nature Parks and maintain current at all times.

- Relevant tertiary qualification (Cert III Production Nursery) and/or equivalent relevant work experience
- Working with Children Check
- Drivers' Licence
- First Aid Level II and CPR

WORKING CONDITIONS

	Low < 5Kgs and/or < 2 hours duration	Moderate 5-10Kgs and/or 2-6 hours duration	High > 10kgs and/or 6-8 hours duration
Working in an outdoor environment			✓
Sitting	✓		
Standing			✓
Walking (including over rough terrain or stairs)	✓		
Squatting / Kneeling / Bending / Twisting		✓	
Pushing / Pulling / Lifting / Carrying / Reaching		✓	
Computer usage (Keyboard/mouse/tablet)	✓		
Use tools (Shovels, hammers, and motorised hand tools)		✓	



Operate machinery (Chainsaws, Tractors, and All Terrain Vehicles)	✓		
---	---	--	--