Nursery Operations Officer

STATEMENT OF DUTIES OCTOBER 2026

Number	981535
Portfolio	Schools and Early Years
Branch	Specified Learning Services
Section/Unit/School	Bayview Secondary College
Supervisor	Advanced Skills Teacher – Beyond the Plate Project
Award	Tasmanian State Service Award
Classification	General Stream Band 2
Employment Conditions	Fixed-term, Part-time Up to 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave
Location	South

Context

Bayview Secondary College provides education and support to young people in Rokeby and surrounding communities. The College is developing an on-site native plant nursery and associated environmental learning spaces in partnership with Landcare Tasmania and other community organisations.

The nursery will grow native plants from local sources for revegetation, biodiversity restoration and urban greening projects. It will also provide practical learning, training and participation opportunities for students, staff, volunteers and community members. The nursery will support the College's native garden, bushfood garden, cultural burning area and other environment learning spaces.

Primary Purpose

The Nursery Operations Officer will undertake and coordinate practical activities associated with the day-to-day operation of Bayview Secondary College's native plant nursery, gardens and environmental learning spaces.

Level of Responsibility/Direction and Supervision

Under the broad direction of the Advanced Skills Teacher – Beyond the Plate Project, the occupant undertakes native plant propagation, plant care, stock maintenance, seed and provenance recording, irrigation operation, nursery hygiene, equipment maintenance and order preparation.

The occupant also provides practical guidance to students, volunteers and community participants undertaking approved nursery and garden activities. The role supports the safe, effective and environmentally responsible operation of the nursery in accordance with established plans, procedures and project priorities.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People and Culture (P&C) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Undertake native plant propagation and production activities in accordance with approved production plans and procedures, including seed preparation, sowing, propagation from seed and cuttings, germination, pricking out, potting, growing-on, hardening, plant care and preparation of plants for collection or dispatch.

2. Undertake the daily care and monitoring of nursery stock, including watering, fertilising, weeding, pruning, spacing, grading and monitoring for signs of pests, diseases, nutrient deficiencies and environmental stress. Report significant plant-health or production issues to the Project Manager.

3. Operate and undertake routine maintenance of nursery infrastructure and equipment, including irrigation systems, growing areas, benches, propagation equipment, tools, storage areas and associated facilities. Identify faults and arrange or recommend repairs through the appropriate approval process.

4. Maintain accurate nursery records using established paper-based and digital systems, including plant stock levels, propagation activities, seed provenance, germination results, losses, plant-health observations, orders, dispatch and equipment-maintenance records.

5. Support the maintenance and improvement of the College's native gardens and environmental learning spaces, including the bushfood garden, cultural burning area and associated landscaped areas, in accordance with approved maintenance plans and environmental practices.

6. Provide practical instruction and day-to-day task support to students, volunteers and community participants, helping to maintain a safe, inclusive and supportive environment. Assist with inductions, workshops, planting activities and community events as directed by the Project Manager.

7. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

8. In accordance with the *Work Health and Safety Act 2012*, the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Demonstrated practical knowledge and experience in plant propagation, horticulture or nursery operations, including the ability to undertake seed propagation, propagation from cuttings, potting, plant care and routine plant-health monitoring.

2. Demonstrated ability to organise and complete practical work activities, follow production plans and procedures, manage competing daily priorities and work effectively with an appropriate level of direction.

3. Demonstrated ability to operate and undertake routine maintenance of nursery irrigation systems, equipment, tools and growing areas, including the capacity to identify and report faults, hazards and operational problems.

4. Demonstrated communication and interpersonal skills, including the ability to provide clear practical instruction and work respectfully with students, volunteers, staff, community members and people with different levels of experience and ability.

5. Demonstrated ability to maintain accurate records and contribute to safe and effective nursery operations, including stock, propagation and provenance records, with an understanding of workplace health and safety, nursery hygiene, biosecurity and environmental practices.

6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential	• Current Tasmanian Registration to Work with Vulnerable People (Registration Status: Employment)
Desirable	• Certificate II, III or IV in Horticulture, Conservation and Ecosystem Management, Nursery Operations or a related discipline. • A Current Driver's Licence.

Working within the Department for Education, Children and Young People



Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone

is respected and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at http://www.dpac.tas.gov.au/divisions/ssmo together with Employment Direction No. 2 *State Service Principles.* All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at Department for Education, Children And Young People: Information technology policies

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY P&C DELEGATE: 520040, Manager – Recruitment Operations – 11/26 SA

Request: 7050217

Date Duties and Selection Criteria Last Reviewed: 11/26 NA
