



<b>Role Title:</b>	Nursery Project Officer	<b>Reports to:</b>	Aboriginal Business Development Manager
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<b>Primary Location:</b>	Traralgon	<b>Employment Type:</b>	Fixed Term 18 months
<b>Hours:</b>	Part Time	<b>People Leader:</b>	Currently no. Possible in future
<b>Line of Business:</b>	Business Development	<b>Job Band:</b>	Crew Leader/ Coordinator / Technical Specialist

**Role Purpose:** The Nursery Project Officer will work in a supporting project/implementation role for GLaWAC business development projects. You will be supporting the development of the nursery at Wulgunggo Ngalu Learning Place (WNLP) and managing and carrying out horticultural tasks and other tasks related to the nursery as directed.

Project delivery requires a clear focus on delivery timeframes and successful project management. The role will perform a variety of tasks and work in all phases of a project, from the beginning stages to completion under direction.

The Nursery Project Officer must have a thorough understanding of project management and of the goals of the work and prioritise and track the implementation of the work. The Nursery Project Officer will work integrally with representatives from other organisations to successfully achieve goals.

#### Role Accountabilities

<b>Duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Project Planning</li> <li>• Day to day management and training of nursery assistants</li> <li>• Landscape consultation and/or design</li> <li>• Planning, co-ordination and implementation of nursery maintenance programs</li> <li>• Preparation of daily reports</li> <li>• Set targets</li> <li>• Set shift rosters</li> <li>• Product planning</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Develop and maintain relationships of mutual respect with external stakeholders, agencies, community and staff.</li> </ul>
<b>OHS</b>	<ul style="list-style-type: none"> <li>• Reinforce a Safety-First Culture</li> <li>• Stop any unsafe acts or processes that seem dangerous or unhealthy Ensure the welfare and safety of all staff including strict compliance with OH&amp;S policies and GLaWAC safety Policies. Brief and supervise crews.</li> <li>• Follow established OHS requirements</li> <li>• Conduct maintenance checks and actions as required.</li> <li>• Report any incidents or concerns to managers and through provided reporting mechanism.</li> </ul>

#### Specific Role Competencies

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Qualifications in horticulture and/ or experience in running and managing a nursery</li> <li>• Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner led communities and organisations, knowledge of the social and cultural issues they experience along with a genuine appreciation and respect for their culture Ability to build working relationships and liaise and consult with internal and external stakeholders</li> <li>• Critical thinking and problem solving</li> <li>• Excellent decision making and leadership capabilities</li> <li>• Adaptability</li> <li>• Good under pressure</li> <li>• Extensive experience in Project Management</li> </ul>
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	<ul style="list-style-type: none"> <li>• Demonstrated ability to negotiate and influence all levels of stakeholders while maintaining positive relationships</li> <li>• Well-developed organisational skills and demonstrated ability to set priorities and meet tight work demands</li> <li>• Well-developed written and verbal communication skills</li> <li>• Intermediate level Microsoft Office skills</li> </ul>
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### Core Leadership Capabilities

CAPABILITY	BEHAVIOUR
<b>Business Acumen</b>	<ul style="list-style-type: none"> <li>• Understands GLaWAC, what we do and don't do and the role in the community</li> <li>• Considers the commercial impacts for GLaWAC when making decisions</li> <li>• Can articulate the business issues that impact their team</li> <li>• Looks for opportunities to grow the GLaWAC business</li> <li>• Shares knowledge of business with team and peers</li> <li>• Looks outside their own area/department to understand the business and commercial issues that may affect them</li> </ul>
<b>Strategic Leadership</b>	<ul style="list-style-type: none"> <li>• Understands GLaWAC's strategic vision and annual business objectives</li> <li>• Effectively communicates the vision and strategy with team members to ensure they understand how they apply to them</li> </ul>
<b>Collaboration &amp; Stakeholder Management</b>	<ul style="list-style-type: none"> <li>• Works collaboratively with peers and other teams</li> <li>• Builds and maintains relationships with peers and has superior relationship building</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Listens to the points of view of others and respects what they have to say and do</li> <li>• Communicates effectively and persuasively with all staff and individuals (both written and verbal).</li> <li>• Thinks on their feet to present concepts and solutions</li> <li>• Develops strategic communication/ engagement plans/ reports</li> <li>• Effectively manages conflicts</li> </ul>
<b>Delivery Focus</b>	<ul style="list-style-type: none"> <li>• Consistently delivers timely and quality outcomes and encourages the team to do the same</li> <li>• Provides coaching and guidance to team members to ensure they know what they need to deliver (what and by when)</li> <li>• Is solutions focused and empowers people to resolve issues</li> <li>• Takes responsibility for team performance and does not make excuses</li> <li>• Demonstrates the resilience to keep moving forward when faced with business challenges</li> </ul>
<b>Develops Others</b>	<ul style="list-style-type: none"> <li>• Places a priority on building GK community capacity through links to business outcomes</li> <li>• Leads by example – encourages and supports their team to achieve their best</li> <li>• Helps others to learn and develop, recognises, rewards and celebrates success</li> <li>• Role models the GLaWAC values and encourages the team to do the same</li> <li>• Exemplifies inclusive leadership</li> <li>• Ensures the team has the right skills, capabilities and “tools” to deliver on their objectives</li> </ul>
<b>Manages Self</b>	<ul style="list-style-type: none"> <li>• Is self-aware; knows personal strengths, weaknesses, opportunities and limits</li> <li>• Is cool under pressure, does not become defensive</li> <li>• Is open to and seeks feedback</li> <li>• Learns from mistakes</li> </ul>

### Mandatory Licence and Checks

- Mandatory Zero tolerance Drug and Alcohol Testing
- Current Victorian Manual Driver's Licence
- Police check

### Key Relationships

GLaWAC Values: Respect – Encourage – Service – Persistence – Empathy – Courage – Teamwork



### **Internal**

- GM On Country and Culture
- NRM Manager
- NRM crew
- CEO

### **External**

- Strategic Partners
- Government Agencies
- TOLM Board
- Wulgunggo Ngalu Learning Place (WNLP)