
POSITION DESCRIPTION – Gardening Advisor

Division: South Burnett Regional Council

Business Unit: Community and Lifestyle

Position Title: Gardening Advisor

PRIMARY ROLE

To provide advice and guidance to the Advisory Committee on the gardens and open spaces at Ringsfield House

KEY RESPONSIBILITIES

1. To undertake an assessment of the current gardens, species, and layout
2. To provide guidance and technical information to the Advisory Committee on garden spaces
3. To review the current landscape plan and provide advice on implementation strategies
4. To liaise and supervise local community groups and interested individuals undertaking activities in the garden spaces.
5. To liaise closely with the booking and marketing advisor to ensure coordination between activities.

KEY SELECTION CRITERIA

1. A qualification or current enrolment or demonstrated industry experience in Horticulture, Landscape design or Landscape Architecture
2. Demonstrated ability to interpret garden plans and provide recommendations
3. Demonstrated ability to work with volunteers and community groups in a collaborative manner
4. Demonstrated ability to deliver projects within a scope, on schedule and budget
5. Well-developed written and verbal communication skills
6. Ability to work effectively in a team
7. Digital conferencing skills and equipment if volunteering remotely

REQUIRED HOURS

Volunteers are required to commit approximately two hours per week or equivalent over the term and attend a minimum four meeting. Attendance may be in person or through a digital conference solution. The advisory committee has specific key performance measures and reporting requirements to maintain, and the position descriptions have been designed to promote the opportunity to work individually on elements of the strategic plan and then collaboratively with other group members prior to reporting to Council.

ADDITIONAL NOTES

1. Volunteers will be required to undergo a police check via a Blue Card – working with children/young people check.
2. Digital conferencing skills and equipment if volunteering remotely
3. Volunteers may be asked to assist with events.
4. All Volunteers will be required to undertake Volunteer induction.
5. Volunteers are required to comply with Council's Code of Conduct.