

Position Description

NURSERY ASSISTANT

POSITION TITLE	Nursery Assistant
DEPARTMENT	Conservation
REPORTS TO	Environment Restoration Supervisor
DIRECT REPORTS	Volunteers
SALARY	Scale - 4
WORKING ARRANGEMENT	7-DAY Monday to Sunday, including weekends, evenings, public holidays and special events.
	March 2026

OUR ORGANISATION

As a leading conservation and sustainable tourism organisation, we are privileged to manage over 1,980 hectares of reserves, wetlands, and woodlands across Milawul, and recognise that many of these areas hold deep cultural and spiritual significance for Aboriginal people.

Our employees undertake a range of duties across multiple, diverse disciplines and our culture promotes:

- Positive and interactive working environment where team members collectively strive for the organisation's ongoing success.
- Diversity and inclusion and respect each other's diverse skills, experience and backgrounds
- Fostering a safe and inclusive culture for all including Aboriginal and Torres Strait Islander Peoples, people with disabilities, people that identify as LGBTQ+, and disadvantage groups.
- Flexible work arrangements for our team, including parents, carers, people with disabilities, and team members impacted by family violence.

Through our Reconciliation Action Plan, we acknowledge the true history and their continued connection to place as we work and walk together.

The Nature Parks is a child safe environment and have zero tolerance for child abuse and together work to protect children from all forms of harm.

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 Vision

An island haven where nature and people thrive together

Our Values



**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



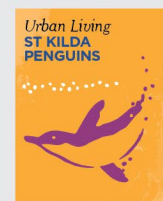
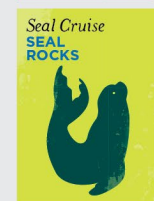
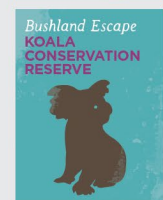
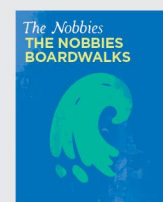
**FUTURE
FOCUSED**

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



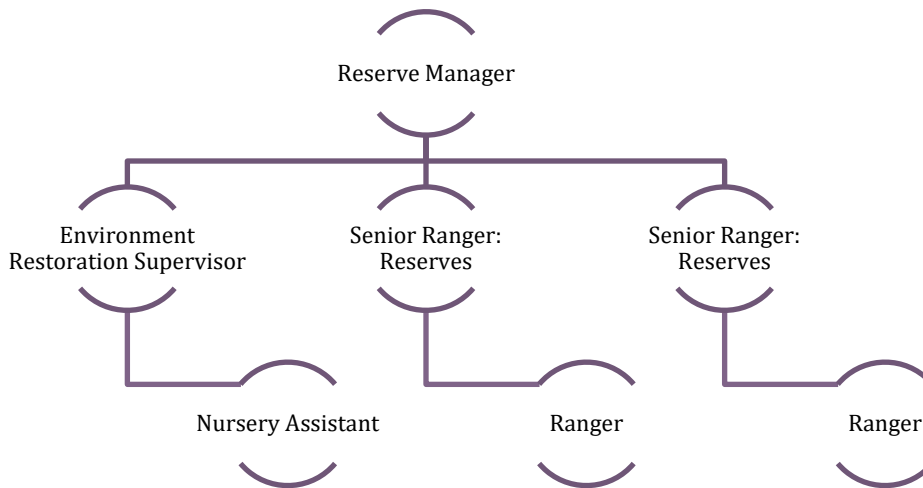
**DELIVERING
OUTCOMES
TOGETHER**

- 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





ORGANISATION 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)
- Promote child safety at all times, report and follow child safety processes

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)	✓		