

# Landcare Tasmania

## Northern Nursery Manager



### Position Description

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#### Position Details

**Position Title:**

Northern Nursery Manager

**Award:**

Miscellaneous Award [MA000104]

**Group/Section:**

Projects

**Position Type:**

Permanent – Part Time

**Work Pattern:**

3 days per week (0.6 FTE)

**Location:**

Launceston

**Reports to:**

Project Manager

**Effective Date:**

ASAP

**Check Type:**

Conviction / Identification / Pre Employment check / Registration to Work with Vulnerable People

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**Note:**

The above details in relation to Position Type, Work Pattern and Location may

differ when this position is advertised. The remainder of this Statement of Duties applies as outlined below.

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### **Primary Purpose**

To establish and manage the day-to-day operations of a community native plant nursery at the Heritage Forest Community Gardens in Launceston.

The Northern Nursery Manager is responsible for delivering high-quality native plant production to support regional revegetation, biodiversity restoration, and urban greening. The role contributes to building a sustainable nursery model while fostering community participation, volunteer engagement, and education.

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### **Duties**

#### **Nursery Operations and Plant Production**

- Plan, coordinate, and deliver nursery production to meet annual targets and project requirements.
  - Oversee all stages of plant propagation, including seed collection, storage, germination, potting, growing-on, plant health management, and dispatch.
  - Develop and maintain seasonal production schedules aligned with demand and project timelines.
  - Ensure high standards of plant quality suitable for restoration and revegetation outcomes.
  - Maintain and improve nursery infrastructure, irrigation systems, and growing areas in line with best practice.
  - Maintain accurate stock records and production data to support planning, reporting, and sales.
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#### **Volunteer Coordination and Community Engagement**

- Recruit, induct, train, and support volunteers in accordance with organisational policies and procedures.
- Create a welcoming, inclusive, and supportive environment for volunteers of diverse backgrounds and abilities.
- Coordinate nursery activities and provide clear guidance across tasks.

- Encourage participation, skills development, and shared ownership of the nursery.
  - Work collaboratively with partners to deliver workshops, training sessions, and community events.
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### **Systems, Processes and Administration**

- Establish and maintain systems for production planning, stock control, seed provenance tracking, and order management.
  - Develop and document clear and practical operational procedures.
  - Maintain accurate records to support reporting, compliance, and continuous improvement.
  - Contribute to improving operational systems and efficiency in collaboration with internal teams.
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### **Biosecurity and Environmental Management**

- Implement and maintain nursery hygiene and biosecurity protocols.
  - Monitor plant health and manage pest and disease risks.
  - Support ethical seed collection and provenance tracking aligned with ecological restoration principles.
  - Ensure operations align with environmental best practice and relevant guidelines.
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### **Work Health, Safety and Wellbeing**

- Maintain a safe working environment in accordance with WHS requirements.
  - Conduct inductions and ensure safe work practices are followed by staff and volunteers.
  - Identify and manage risks associated with nursery operations.
  - Promote a culture of safety, respect, and wellbeing.
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### **Governance, Reporting and Project Support**

- Provide regular reporting on nursery operations, production, risks, and opportunities.
  - Support delivery of grant-funded activities and reporting requirements.
  - Contribute to planning and continuous improvement of the nursery.
  - Assist in building long-term sustainability and growth of the nursery program.
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### **Stakeholder Engagement**

- Maintain positive relationships with partners, volunteers, customers, and community members.
  - Represent the nursery professionally in stakeholder interactions.
  - Support education programs, site visits, and outreach activities.
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### **Key Accountabilities and Responsibilities**

- Deliver effective and efficient nursery operations and plant production outcomes.
  - Work under the general direction of the Project Manager.
  - Exercise initiative, judgement, and problem-solving in a dynamic, community-based environment.
  - Contribute to a safe, inclusive, and collaborative workplace.
  - Support delivery of environmental outcomes aligned with organisational goals.
  - Comply with organisational policies, procedures, and WHS requirements.
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### **Selection Criteria**

#### **Essential**

- Certificate IV in Horticulture or equivalent practical experience in native plant propagation or nursery operations.
- Demonstrated experience in nursery operations, plant production, or similar hands-on environment.
- Strong organisational skills with the ability to manage competing priorities.
- Well-developed communication and interpersonal skills, with the ability to engage diverse stakeholders.

- Experience coordinating and supporting volunteers.
  - Sound digital skills, including Microsoft Office and/or Google Workspace.
  - Demonstrated problem-solving ability and risk management skills.
  - Knowledge of WHS requirements and safe work practices.
  - Registration to Work with Vulnerable People (or ability to obtain).
  - Current driver's licence and experience towing a trailer.
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### **Desirable**

- Experience with irrigation systems and nursery infrastructure.
  - Knowledge of Tasmanian native flora and seed provenance practices.
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### **Working Environment**

This role is based at the Heritage Forest Community Gardens in Launceston and involves outdoor, physical work in a nursery setting.

The role includes working with volunteers, community members, and project partners in a collaborative environment.

Landcare Tasmania is committed to a safe, inclusive, and supportive workplace, promoting environmental stewardship and community engagement.

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### **Pre-employment Conditions**

The successful candidate must satisfy pre-employment requirements, including:

- Registration to Work with Vulnerable People
  - First Aid Certificate (or ability to obtain prior to commencement)
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### **Salary**

Salary to be negotiated based on skills and experience.

Indicative range: \$75,000 – \$82,000 (pro rata)