

Position Title:	Groundskeeper
Reports To:	Site Operations Manager, Invermay
Direct Reports:	None
Group:	Campus Services
Key Relationships:	Site Operations Manager, Facilities and Infrastructure Team, Campus Employees and Visitors.
Location:	Invermay Campus, Mosgiel

WHO WE ARE

We are passionate innovators, dedicated to making a difference in the future of New Zealand by delivering world-leading research through complex problem solving across diverse agricultural areas. We are respected by the scientific community for thought leadership, trusted by industry partners for the value we add to the sector, and highly regarded by farmers and governmental stakeholders for all we do to keep New Zealand at the forefront of global agricultural excellence.

We go beyond innovation to maintain AgResearch's role as a leading collaborator and contributor to New Zealand's worldwide agricultural reputation.

Our Vision is to drive economic prosperity by transforming agriculture while incorporating the fundamental concepts of sustainability, environmental responsibility and Mātauranga Māori.

POSITION SCOPE & PURPOSE

The Groundskeeper is part of the Site Services team. The team works to develop and implement best practice and consistent procedures, ensuring that the level of service they provide to the campus is professional, effective and efficient and aligned to the strategic direction of AgResearch.

Campus Services provides fit for purpose accommodation, facilities and services to enable AgResearch to achieve science and commercial goals. The Groundskeeper works within Campus Services in support of this aim.



KEY ACCOUNTABILITY AREAS

GROUPS MAINTENANCE

- Responsible for the general appearance of the grounds and gardens on the campus grounds.
- Regular mowing of building courtyards.
- Maintain the site gardens, including planting, weeding, spraying and development of new areas.
- Minor tree pruning and removal of fallen trees.
- Trimming, pruning, and shaping shrubs and hedges.
- Keep main entranceways tidy and free of leaves and other debris.
- Sweep roadway kerbs and drainage areas, as required, on a regular basis.

GROUPS LANDSCAPING AND DESIGN

- Liaise with Site Management on specific landscaping projects when required.
- Research, plan and design planting strategies, when required, taking into consideration
 - the requirement for low maintenance
 - cost effectiveness
 - ensuring that plant types are suitable for the specific environment.
- Involvement in and assist with the negotiation of plant prices and purchasing.
- Grow and propagate plants from cuttings, seeds and division from existing plants, when required.

GENERAL SERVICES

- Carry out minor servicing work on grounds, tools and equipment.
- Provide assistance or be back up for other Campus Services staff as directed by the Site Operations Manager.

HEALTH AND SAFETY

- Maintains current knowledge of AgResearch's Health and Safety Management policies, systems, and procedures.
- Ensures awareness of own responsibilities and the procedures to follow in relation to health and safety.
- Identifies and reports any hazards, near misses or incidents as per prescribed policy and procedures.




- Demonstrates safe workplace behaviour by taking all practicable steps to ensure own and other's safety in the workplace.
- Attends scheduled Health and Safety training and development initiatives on a regular basis.

ORGANISATIONAL OBJECTIVES

- Applies prescribed project management methodology into all project work.
- Applies principles of continuous improvement by taking ownership for identification, analysis and investigation of work-related matters with the intent to improve, manage compliance and initiate best practice in our place of work.
- Actively participates in and contributes to performance conversations and personal development.
- Embraces the AgResearch Values framework and develops own behaviours to support these Values on a continuous basis.
- Takes responsibility for understanding and applying AgResearch policy, processes, systems, and procedures on a daily basis.
- Commits to accurate and timely information sharing and recordkeeping as per set organisational standards.
- Performs additional tasks, duties and/or responsibilities as directed by your people leader.
- Assists and supports AgResearch activities across different science groups and business units, as agreed with your people leader.

INFORMATION MANAGEMENT

- Ensure that all information created or received during the course of your work is managed as per  AgResearch Information Management policy. This includes naming, storing, classifying and ensuring it is available to other staff as per the policy.

OTHER

- Carries out any other duties as required by the Site Operations Manager.



PERSON SPECIFICATIONS

The person best suited to this position will possess the following:

EDUCATION & QUALIFICATIONS

- Appropriate grounds, horticulture or arboriculture trade qualification or equivalent experience.
- Relevant driver's licence/s (e.g., full, tractor, ATV)
- The completion of formal ATV and tractor desirable.
- Current Growsafe Certificate.
- Chainsaw Safety Certificate.

CAPABILITIES & EXPERIENCE

- 3-5 years' experience using a broad range of grounds, horticulture or arboriculture skills.
- Knowledge of landscaping and amenity design, plant types and suitability – desirable.
- Intermediate level of ability in mechanics/plant and equipment maintenance.
- Experience in coordinating projects in a similar environment.
- Ability to use initiative and work unsupervised.
- Customer focused.
- Motivated to work as part of a team.
- Ability to use Microsoft Office packages.
- Ability to deal calmly and efficiently with emergency situations.
- Ability to understand legislation and company policy and practice as applicable to the position, e.g., Health and Safety.



COMPETENCIES

Organisational wide competencies – these are the competencies determined by the organisation as critical to every role.	
Accountability	Accepts responsibility for one's actions regardless of outcomes.
Caring About People	Displays sensitivity towards the attitudes, feelings, or circumstances of others.
Developing People	Provides support, coaching, training, and career direction to others.
Integrity	Acts honestly in accordance with moral or ethical principles
Driving Results	Accomplishes goals, completes tasks, and achieves results.
Leveraging Diversity	Respects and values individual differences to obtain a desired effect or result.
Relationship Building	Develops collaborative relationships to facilitate current and future objectives.
Self-Development	Actively acquires new knowledge and skills to remain current with and/or grow beyond job requirements.
Role based competencies – these are the competencies required to perform this role.	
Positive Attitude	Displays a positive disposition towards work.
Detail Focus	Performs work with care, accuracy, and attention to detail.
Flexibility	Changes direction as appropriate based on new ideas, approaches, and strategies.
Planning & Organising	Coordinates and directs activities to help achieve business objectives.
Processing Information	Gathers, organizes, and analyses diverse sources of information.
Listening to Others	Listens and restates the ideas and opinions of others to improve mutual understanding.
Taking Initiative	Takes action without needing direction from others.
Self-Management	Demonstrates appropriate motivation, attitude, and self-control.



Our Future



Bright Minds

Leading the Way

Significance

Balance