

Position Description

Position Title:	Gardener Leading Hand
Reports to:	Manager Infrastructure Maintenance
Department:	Infrastructure
Directorate:	Capital Projects, Infrastructure and Support Services
Cost centre:	R0202
Code & classification:	Garden Superintendent (GM5)
Employment conditions:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect, in general, the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Gardener Trade (Leading Hand) is a hands-on supervisory role responsible for ensuring that the Hospital's external grounds and associated campuses are developed and maintained in an efficient and visually pleasing manner.

This position, amongst others, is responsible for promoting Goulburn Valley Health as a quality regional health service provider.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of, but not limited to, the following:

- Responsible for the day-to-day supervision and coordination of gardening staff and routine activities, including liaising with the Engineering Operations Coordinator to ensure effective coordination of the gardening section's operations.
- Ensure Gardening staff are working in an efficient manner and gainfully occupied.
- Responsible for the training of gardening staff, ensuring staff have the required skills and knowledge to perform duties safely and efficiently.
- Remain familiar with various statutory and safety codes pertinent to landscaping and gardening.
- Select plants for nursery propagation and make recommendations with respect to garden development and maintenance.
- Plant trees and gardens and undertake pruning and trimming as required.
- Carry out regular maintenance, including weeding, mowing and watering throughout the grounds.
- Work in a cooperative and supportive manner with other members of the Engineering Department.
- Responsible for organising annual tree audits and limb pruning on audit recommendations.

- Ensure external bins are emptied daily.
 - Demonstrate a commitment to ongoing personal and professional development within the unit and organisation.
 - Undertake any training required to enhance skills and as mandated by GV Health.
 - Competent Computer Skills.
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KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

- Qualification or extensive experience in Gardening and Landscaping.

Essential:

- Well-developed communication skills.
 - Computer literacy (foundational).
 - Ability to demonstrate problem-solving skills.
 - Ability to work productively with limited supervision.
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KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful achievement of:

- Demonstrating of GV Health CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
 - Logged jobs, unless paused, are actioned and closed out as specified per priority.
 - Preventive maintenance and maintenance of essential services are carried out as scheduled.
 - Attendance and active participation at meetings as required.
 - 100% compliance with training requirements as outlined in the GV Health Education Framework.
 - Active participation in the Performance and Development review process, upon completion of probationary and qualifying period, and annually or as requested.
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ALL GV HEALTH STAFF ARE REQUIRED TO

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Develop and maintain collaborative relationships with all other teams and professionals;
- Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;

- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
 - Complete and maintain all mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
 - Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
 - Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
 - Comply with the principles of patient and family centred care;
 - Not smoke or vape on GV Health premises;
 - Comply with immunisation requirements as per the Victorian Department of Health, Victoria;
 - Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to: police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
 - In this role, you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required to comply with all safety-related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.
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The role may require the following tasks, among other things: maintenance, environmental services & food services:

- food handling.
- manual handling (pushing, pulling, lifting).
- generic maintenance work, working at heights.
- generic outdoor work.
- operating machinery.
- sitting, standing, bending, reaching, holding, lifting.
- computer work.
- general clerical, computer and some administration work.
- use of personal protective equipment and handling.
- handling general and or infectious waste.
- working at other locations may be required.
- shift work in some roles.
- waste handling.
- driving motor vehicles.
- dealing with anxious or upset consumers or members of the public.
- exposure to substances and hazardous materials.

The role may require the following tasks, among other things: clerical/administration role:

- manual handling (pushing, pulling, lifting).
- sitting, standing, bending, reaching, holding, lifting.
- computer work, data entry.
- general clerical at varying levels.
- use of personal protective equipment.
- handling general waste.
- pushing and pulling trolleys/filing.
- work at other locations may be required.

- shift work in some roles.
- driving motor vehicles.
- dealing with anxious or upset consumers or members of the public.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that GV Health reserves the right to modify position descriptions as required; however, I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times, follow lawful direction.

By accepting the contract of employment, I am agreeing to the duties and obligations within the Position Description.

Capital Projects, Infrastructure and Support Services	Gardener
Reviewed by:	Executive Director Capital Projects, Infrastructure and Support Services
Issue Date:	December 2025

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub-region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and well-being outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours, we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health, with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)