

Employment Information Package

Horticulturalist

Position number: POS0197

Enquiries:

Name: Kate Schindler

Position: Team Leader Greenspace & Precinct Services

Phone: 0455 189 584

Email: Kate.Schindler@launceston.tas.gov.au

Application closing date: WEDNESDAY 2 SEPTEMBER 2026



City of
LAUNCESTON

Shaping
Futures

Contents

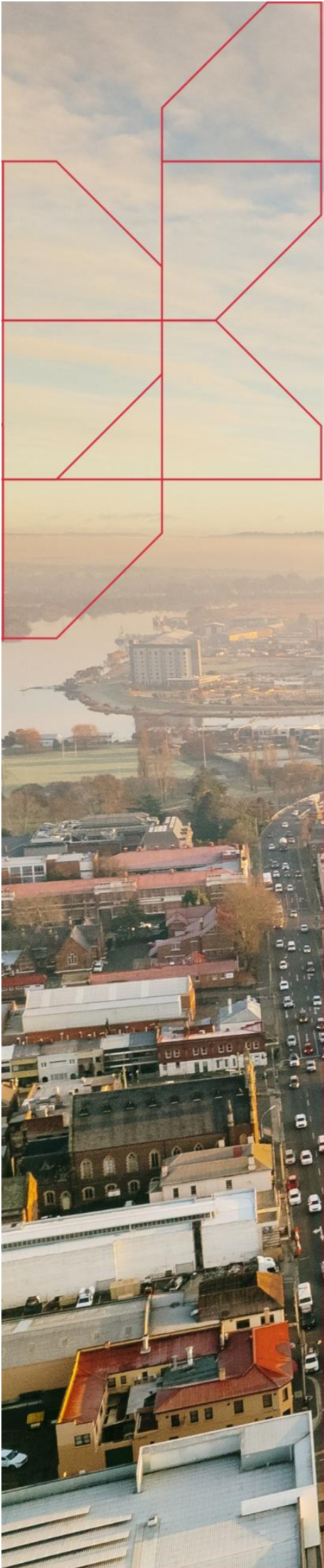
About the City of Launceston	3
City of Launceston Organisational Structure	4
Organisational Values	5
Information for Applicants	6
Recruitment Steps	7
General Conditions of Employment	8
Position Description	9

Address applications to:

Senior Leader People, Governance and Safety
City of Launceston
PO Box 396
LAUNCESTON TAS 7250
Email address: contactus@launceston.tas.gov.au

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.





About the City of Launceston

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents.

Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptations. A real blend of old-world and new, tradition and innovation.

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

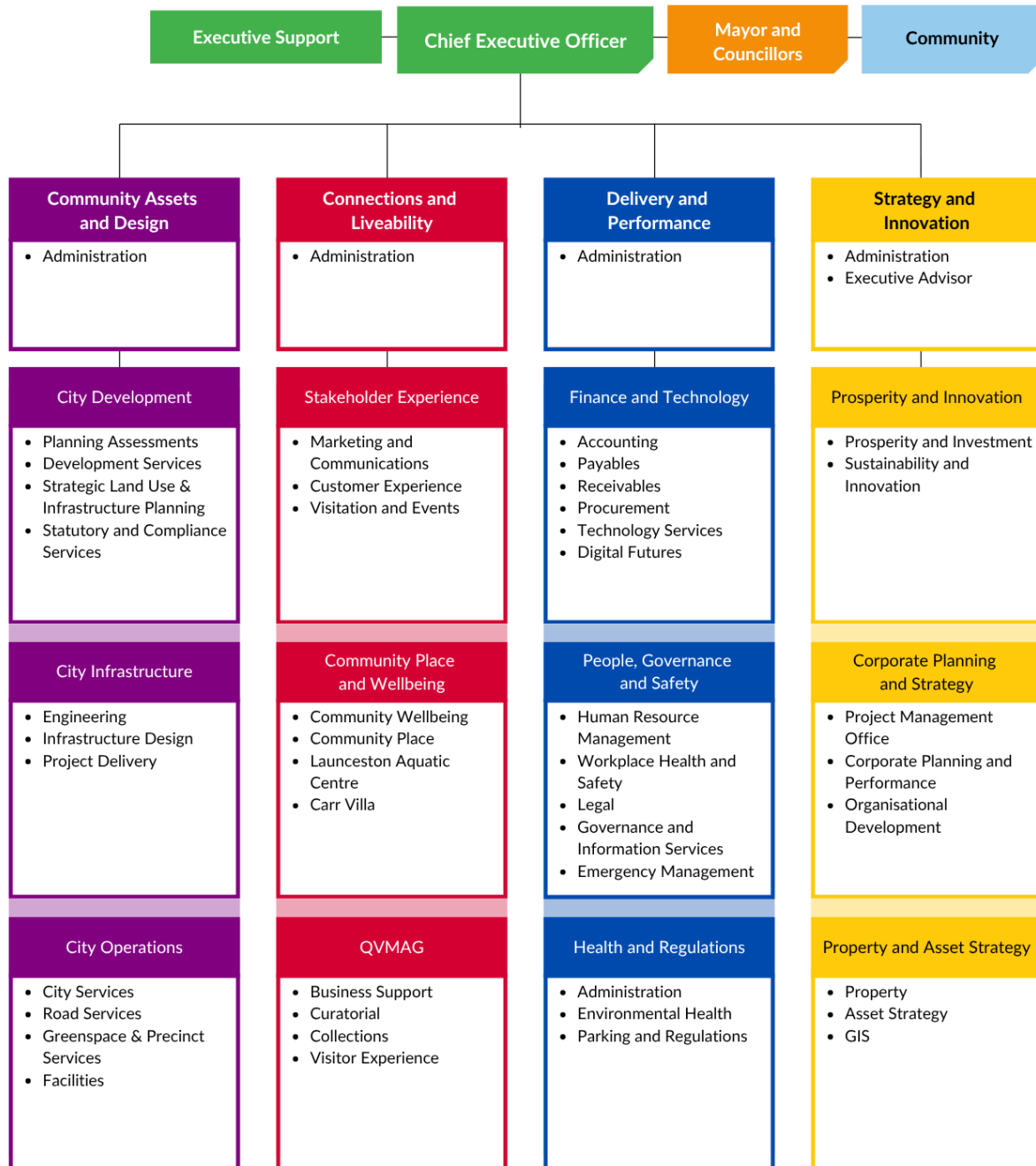
The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

Click [here](#) to view City of Launceston's strategic and annual reporting.

The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government. An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.

Employee benefits offered by the City of Launceston include:

- Depending on your role, you may have access to a 4 day compressed week or 9 day fortnight
- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to fostering a flexible and supportive working environment. While flexibility may vary depending on the nature of each role and operational requirements, we aim to work with our employees to find arrangements that are practical, sustainable, and mutually beneficial.
- Access discounts through Fitness Passport, Solstice Energy, MyState Bank, Launceston Aquatic Centre and the QVMAG Gift Shop.
- Employees have access to purchase additional leave.



Organisational values

At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.

Our aim is to attract and retain people who share our values and want to be a part of our positive workplace culture. Before submitting your application, please review our values and decide if they are a good fit for you.



OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths



WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions



WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity



WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

City of Launceston adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people.

Information for applicants

At the City of Launceston, diversity isn't just something we celebrate — it's key to our success.

The most welcoming and innovative workplaces thrive because of diverse perspectives, backgrounds and experiences. That's why we welcome people of all identities, abilities, and cultures to be part of our team.

Even if you don't think you tick every box, we encourage you to have a go at telling us about yourself by addressing the selection criteria and apply. We're committed to creating an inclusive, flexible and supportive environment where everyone has the opportunity to succeed and contribute to something bigger — our community.

Join us and help shape a city that reflects the diversity, energy and potential of the people we serve.

City of Launceston adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people.

Please read this information carefully, as it will help you with the preparation of your employment application.

When applying for this position, you must provide the following documentation:

1. Covering letter
2. Statement addressing the selection criteria (highlighted criteria only)
3. Resume

The online Application for Employment can be [accessed here](#) (you will be asked to attach your supporting documentation)

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the Human Resources Team via email at contactus@launceston.tas.gov.au, noting your preferred method of communication and contact details and a member of the team will be in touch.

Recruitment steps

1. Application received

- Former employees will be subject to relevant internal checks as part of the recruitment process

2. Shortlisting

- Shortlisted applicants will be contacted by telephone or email to arrange an interview.
- Unsuccessful candidates will be advised by email.

3. Interview

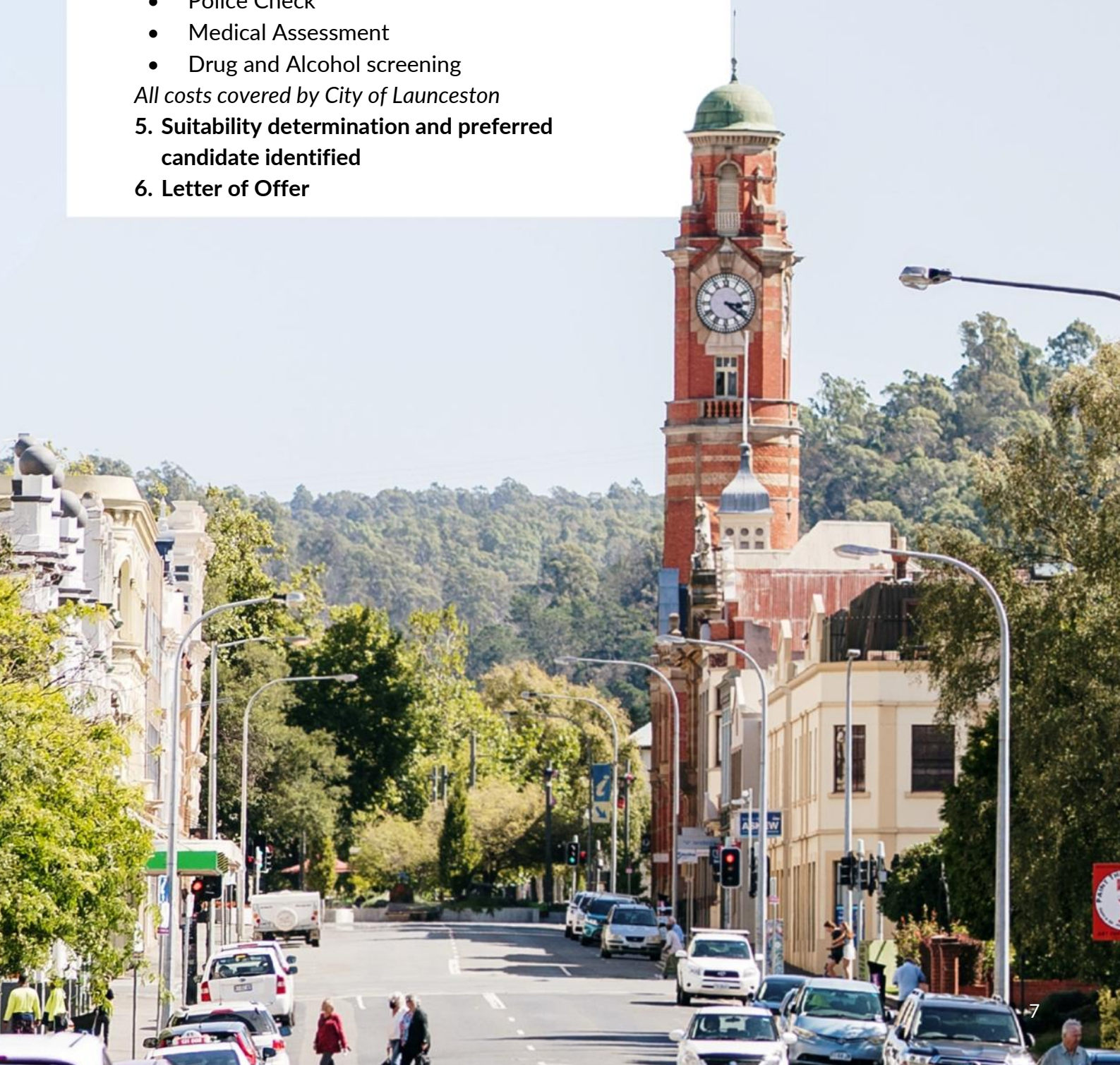
4. Pre-Employment Checks:

- Reference Check
- Police Check
- Medical Assessment
- Drug and Alcohol screening

All costs covered by City of Launceston

5. Suitability determination and preferred candidate identified

6. Letter of Offer



General conditions of employment

Position title	Horticulturalist
Employment terms	Permanent full time
Working pattern	4-day compressed week or 9-day fortnight, subject to operational requirements. (76 hours per fortnight)
Total remuneration	\$79,575 - \$92,055 per annum*
	<i>*Total remuneration includes superannuation, as detailed below</i>
	Base salary \$69,046 - \$79,874
Superannuation	Employer contribution of 15.25%

Probationary period

All new employees covered by the City of Launceston Enterprise Agreement 2026 are subject to a three-month probationary period, which provides an opportunity for both you and the Council to assess your suitability for the role, including performance, behaviour and alignment with our Values. During this time, you will receive regular feedback and support. The probationary period may be extended by up to a further three months if required, in line with the Enterprise Agreement and Organisational Policy.

- **Annual leave:** employees are entitled to four weeks (pro-rata for part-time employees) annual leave per year, plus leave loading. Additional annual leave can be purchased or accessed at half pay.
- **Personal leave (for sick and carer's leave):** employees are entitled to 2 weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to 14 weeks paid (or 28 weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long service leave:** long service leave applies after seven years continuous service.
- **Wellness leave:** two days of Wellness Leave for full-time employees (pro rata for part-time employees) that can be used in addition to personal/carers leave for the general health and wellbeing of employees
- **Additional leave:** full-day leave for Launceston Cup Day, end-of-year shutdown leave (or equivalent for essential workers), IVF Leave, Gender Affirmation Leave, and generous allowances and loadings for eligible work conditions.

The City of Launceston Enterprise Agreement 2026 is available [here](#)

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)

Position Description

PF NUMBER:		POS NUMBER:	POS0197
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POSITION TITLE:	Horticulturalist
AWARD CLASSIFICATION:	Grade 2-3
EMPLOYEE:	
TEAM:	Greenspace and Precinct Services City Operations Community Assets and Design
REPORTS TO:	Supervisor - Greenspace and Precinct Services
PREPARED BY:	Kate Schindler
DATE:	July 2026

APPROVED BY:	
NAME:	Dean Edsall
POSITION:	Senior Leader - City Operations

POSITION PURPOSE (Why does this position exist)

The primary purpose of this role is to contribute to the care and enhancement of Launceston's parks, gardens and green open spaces through the delivery of high-quality horticultural maintenance and improvement works. You will carry out tasks to a high standard, using your technical knowledge and hands-on expertise to support a clean, safe, and visually appealing environment for the community.

As a Horticulturalist, you will demonstrate Our Values in your daily work through teamwork, accountability and pride in presentation. You will contribute to a respectful and supportive team culture by communicating openly, taking responsibility for your work, and helping others when needed.

You will actively support a safe and productive work environment by reporting hazards, maintenance needs, or site issues to your supervisor in a timely manner. Your attention to detail and commitment to quality will help ensure that services are delivered efficiently and to a high standard.

Your role also supports continuous improvement by identifying better ways of working and maintaining a positive, solutions-focused attitude.

City of Launceston is a values-based organisation, which means that we employ people who share and display Our Values

OUR VALUES



Our people matter

- we value clear and open communication
- we support and encourage each other
- we respect diversity
- we recognise individual needs, experience and strengths



We care about our community

- we take pride in our work and pursue a standard of excellence
- we genuinely listen, and value collaborative relationships
- we strive towards the best outcome for our community
- we make responsible and sustainable decisions



We bring an open mind

- we actively seek opportunities to continuously improve
- we respect and explore different ideas and perspectives
- we embrace change that leads to positive outcomes
- we value innovation and creativity



We go home safe and well

- we show care for people and look out for one another
- we speak up and support others to be healthy and safe
- we take personal responsibility for our own health and wellbeing
- we value work-life fit

Accountabilities	Activities/Tasks include:	Success looks like ...
General		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values. • Our people matter • We care about our community • We bring an open mind • We go home safe and well	Demonstrates, through behaviour, an alignment to and an understanding of Our Values.
Technology	Use technology and information to maximise efficiency and effectiveness.	New and existing technologies are utilised effectively.
Collaborate and Communicate	Work collaboratively within your team and across other teams. Support delivery of the Team's strategic and annual plan actions. Work with other teams as relevant to technical role accountabilities. Provide effective feedback and suggest ideas to apply continuous improvement within team and affiliated areas.	Actively participating in team meetings/tool box meetings, by offering ideas and suggestions and providing feedback. Collaborative opportunities are sought across teams Uphold the values of the organisation.
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and other teams.	Improved work practices and projects.
Safety & Risk Management	Ensure safety and risk management practices form part of all work activities. Foster an environment where everyone goes home safe and well and is working within the safety circle Reporting incidents, accidents and hazards and near misses. Participate in the investigation and analysis of incidents. Undertake and assist in team based risk assessments	Safety and risk considerations are reflected in work activities. You go home safe and well each day. Limit risk of injury to other personnel, self and general public. Limit risk of damage to Council assets/plant and equipment. Active participation in the values driven safety process.
Operation and maintenance of Council vehicles, plant and equipment	Ensure allocated Council vehicles or plant equipment are in a safe, satisfactory and clean state of repair. Responsible for the correlation of pre-start checks.	Vehicle/plant is kept clean and is maintained in a safe working condition

Accountabilities	Activities/Tasks include:	Success looks like ...
	Responsible for general maintenance of all vehicles, plant and equipment. Ensure vehicles are driven in a safe and lawful manner. Ensure when vehicles, plant and equipment are not in use they are stored in the appropriate location.	Any faults or defects are reported immediately COL Smoking policy (no smoking in council vehicles or plant) Ensure prestart checks are followed
Procedural compliance	Ensure that all activities are carried out in accordance with Council policies/procedures	Comply with CoL procedures and statutory requirements
Workplace Conduct and Customer Service	Maintain a respectful, friendly, and cooperative approach in all interactions with colleagues, contractors, and members of the public. Foster strong community relationships by responding customer service requests. Support a workplace free from harassment and discrimination.	Complies with organisation's values. Complete service request paperwork in a detailed and timely manner. Supports with responses to community within required time allowances.
Maintain all records and documentation associated with the position.	The prompt and accurate recording of works undertaken.	All paperwork is accurate, correct and timely
Technical		
Horticultural maintenance	Horticultural maintenance activities such as plant identification and knowledge, mowing, pruning and planting. Identification and removal of weeds manually or with herbicide. Participating in CoL's tree planting program to improve the tree canopy within the city. Be capable of using specialised equipment associated with Horticulture the industry.	Completing maintenance schedules within required timeframe. Standards of Maintenance kept in line with Industry Best Practice. Reduction of weeds in Council maintained areas Trees planted every planting season

Accountabilities	Activities/Tasks include:	Success looks like ...
	Work in a hand on capacity and apply advanced skills and knowledge in horticulture. Install, operate, inspect and maintain irrigation systems to maintain plant health.	Functional Irrigation Systems
Chemicals	Have a current ChemCert accreditation	Able to prepare and apply chemicals.
Traffic Management	Setting up traffic management	Safe worksite following traffic management plans
Operate plant and equipment	Maintain a current driver's licence and able to operate various pieces of plant and equipment.	Able to operate various pieces of plant and equipment associated with the tasks.
After-Hours on-call roster and Emergency Management	Participate in the After-Hours on-call roster as required. Ensure continuity of Council Services during emergency and weather events, providing support to the emergency management team.	Continuous service to community.
Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	Perform all work in a safe manner in accordance with the City of Launceston's WHS Policy and Procedures While at work, a worker must – (a) take reasonable care for his or her own health and safety; and (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and (d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers. (Section 28 Work Health & Safety Act 2012)	
Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.		

SELECTION CRITERIA

POSITION REQUIREMENTS/COMPETENCIES	
Organisational	
Community Focussed: considers community/customers in decision making	
Communicate and Engage: demonstrates self-awareness & encourages open discussions & contributions from others	
Create and Innovate: displays initiative & considers different ideas and perspectives	
Safety Focussed: takes responsibility for own and team's health, well-being and self-care	
Position Specific	
Operate and Maintain Equipment: Safely operates and maintains horticultural machinery, tools and equipment in accordance with procedures and manufacturer guidelines.	
Apply Horticultural Knowledge: Demonstrates knowledge of plant, weed and pest identification to support effective landscape maintenance and management.	
Maintain Irrigation Systems: Installs, operates and maintains irrigation systems to support healthy and sustainable landscapes.	
Work Collaboratively: works collaboratively within own team and across the organisation	
Manage Resources Responsibly: Is accountable for budgetary expenditure within the area of responsibility and uses resources efficiently.	
Operational Flexibility: Demonstrates flexibility and reliability to participate in a rotating after-hours on-call roster, responding to operational requirements outside normal business hours while exercising sound judgement and maintaining a high standard of customer service.	
POSITION QUALIFICATIONS AND EXPERIENCE	
Mandatory Qualifications / Licences/Registrations	
Working with Vulnerable People Check - No	
Class C drivers licence required - Yes	
Required Qualifications/Experience/Skills/Knowledge/capability	
Certificate III in Horticulture (or equivalent), or the ability to obtain within an agreed timeframe.	
Current General Construction Induction (White Card), or the ability to obtain prior to commencing operational duties.	
Medium Rigid (MR) Driver's Licence.	
TM1 Traffic Management Accreditation, or the ability to obtain.	
Current ChemCert Accreditation, or the ability to obtain.	
First Aid Accreditation, or the ability to obtain.	
Desired Qualifications/Experience/Skills/Knowledge/capability	
Demonstrated experience in horticultural maintenance, including the establishment and maintenance of parks and open spaces.	
Demonstrated ability to safely operate and maintain horticultural machinery, tools and equipment.	
Demonstrated experience in the installation, operation and maintenance of irrigation systems.	

Working knowledge of safe work practices and the application of relevant Work Health and Safety legislation, policies and procedures.

REPORTING STRUCTURE

Leader	Supervisor Greenspace and Precinct Services
Direct Reports	Nil

KEY RELATIONSHIPS

(External and Internal Customers, Supplier, Colleagues, etc)

Internal	Nature of Relationships
Coordinator - Greenspace and Precinct Services	To seek support on actions and initiatives relative to roles and responsibilities.
Team Leader Greenspace and Precinct Services	Brief and keep informed on major initiatives.
City Operations Team	Co-operative working relationships throughout larger teams
Open Spaces Team	Assist/provide advice and direction on technical issues relative to roles and responsibilities.
External	Nature of Relationships
Contractors	Co-operative working relationships with contractors
Members of the public	Consideration for public and community

DELEGATIONS & AUTHORISATIONS

(Local Government Act, By-Laws etc)

Purchasing Approvals	Limit \$0.00
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Confidentiality

Employees are

- Able to access; or
- May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

- To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- To not access any information within the organisation's systems that is not directly relevant to their work.

- c) To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

OTHER RELEVANT INFORMATION
Expectations of a City of Launceston employee: • Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism; • Seeks feedback broadly and asks others for help with own development areas; and • Translates feedback into an opportunity to develop.

