



## Position Description

### Assistant Manager Nursery / Seed Centre (Fixed-term)

Sustainable Timber Tasmania manages Tasmania's public production forest for a vast array of environmental, social and economic values. Managing these forest values respectfully, innovatively and sustainably is at the heart of everything we do. As a Government Business Enterprise, we are committed to sustainably managing the forest estate, sustainably supplying timber and sustainably growing our business. Sustainable Timber Tasmania is proud to be recognised as a Tasmanian Employer of Choice. Our people are key to the success of the business, and we invest in the development of a flexible, diverse, supportive and inspiring workplace.

#### ORGANISATIONAL CONTEXT

<b>Division:</b>	Forest Products	<b>Group:</b>	Forest Management	
<b>Position No.</b>	<b>Reports To</b>		<b>Direct Reports</b>	<b>Location</b>
10486	Manager Nursery/Seed Centre (00199)		Nil	Perth
<b>Industrial Instrument</b>	Sustainable Timber Tasmania Enterprise Agreement 2025			
<b>Broadband Classification</b>	Band D			

#### POSITION PURPOSE

This fixed-term role will build the knowledge and leadership capability needed to support future Assistant Manager and Manager responsibilities, providing structured development to enhance succession readiness and contribute to a smooth transition as current incumbents approach retirement.

#### POSITION ACCOUNTABILITIES

- Work collaboratively with Nursery and Seed Centre Management to understand operational requirements and contribute to the effective delivery of nursery and seed centre activities.
- Manage day-to-day operational tasks, including ordering, stocking, and organising consumables and products to ensure supply levels meet customer demand and operational needs.
- Support and coordinate nursery and seed centre staff and contractors, assisting with scheduling, delegating tasks, and addressing routine staffing matters to maintain efficient team operations. Development in management capability will continue under guidance where required.
- Oversee plant care routines, including pest and disease control, ensuring plant health and sustainable horticultural practices are implemented to maintain optimal growing conditions.
- Maintain accurate inventory control processes, ensuring plants and materials are effectively tracked, labelled, and stored, and that stock levels are monitored and maintained.
- Support and uphold health and safety practices, including safe handling of chemicals, tools, and equipment, contributing to a safe and compliant working environment.
- Assist with the preparation of operational reports relating to sales, inventory, and costs, providing accurate information to support management planning and decision-making.
- Monitor and support maintenance and infrastructure requirements across the Perth nursery and seed centre, helping to identify and address site issues promptly.
- Contribute to management and operational functions, working closely with the Nursery Manager and Assistant Manager to ensure consistent delivery of strategic and operational outcomes. Ongoing capability development will form part of the role.
- Perform other duties as required to support the efficient and effective operation of the nursery and seed centre.

#### KEY COMMUNICATIONS

##### Internally

The position works closely with the Nursery team to achieve nursery and seed centre business targets.

##### Externally

The position develops and maintain strong working relationships with contractors, stakeholders, and customers to meet business requirements

QUALIFICATIONS AND EXPERIENCE		
<ul style="list-style-type: none"><li>A certificate, diploma, or degree in horticulture, agriculture, or a related field would be highly beneficial, though practical experience may be considered in lieu of formal education.</li><li>Knowledge of and experience in production nursery operations.</li><li>Well-developed organisational skills and attention to detail.</li><li>Some prior experience in a leadership or supervisory role, whether in a nursery or another setting,</li><li>Good communication and interpersonal skills.</li><li>Demonstrated skills and experience working effectively in a team environment.</li></ul>		
CAPABILITIES – SUPERVISOR / TEAM LEADER		
Leads Business	Continuous Improvement	Consistently striving to improve processes, systems and products to drive efficiencies and build customer value.
	Prioritising and Planning	Defining individual and team work priorities, actions plans and resources to facilitate the efficient delivery of work.
	Decision Making	Applying a systematic process for evaluating and selecting the most appropriate course of action given available information.
Leads People	Coaching	Provides guidance and shares knowledge, approaches and information to build knowledge and skills to achieve work objectives.
	Delegating and Empowering Others	Sharing responsibility down through the business unit to grow capability and effectively achieve team objectives.
	Facilitating Change	Encouraging others to improve processes, systems and products; leads change initiatives helping others to overcome resistance and adapt to new ways of working.
Engages Others	Building Partnerships	Proactively builds and maintains collaborative business relationships with people inside and outside (if relevant) of STT to facilitate the effective delivery of business goals.
	Influencing Others	Formulates a persuasive argument to build commitment to an agenda or influence others' commitment to a course of action or plan.
	Building Customer Relationships	Initiates, builds and maintains strategic customer relationships to facilitate the effective delivery of business goals.
Leads Self	Courage	Proactively addresses difficult situations, advocates for others and takes definitive actions to protect the interest of individuals, the organisation and the environment.
Values	1.        Respect – We create safe spaces	
	2.        Responsibility – We take ownership	
	3.        Growth – We create sustainable value	
	4.        Excellence – We make it happen	
CHALLENGES		
<p>The main challenges facing the position include:</p> <ul style="list-style-type: none"><li>The role requires a delicate balance between gaining new knowledge and managing the day-to-day operational demands of the nursery</li><li>Transition knowledge from experienced team members</li></ul>		

- Achieving production targets
- Ensuring effective customer relationships are maintained
- Achieving workplace health and safety goals
- In addition to horticultural and staff management tasks, the Succession Manager will need to quickly familiarise themselves with site management

## OTHER REQUIREMENTS

- The position requires participation in a rotating roster for weekend watering duties within the nursery
- Participate in fire activities as required and where required pass the annual fire fighter health risk evaluation comprising both the medical assessment and the fitness test.
- Hold a current driver's licence and forklift licence.
- Required to achieve and maintain the required skills, certificates and accreditation to perform the requirements of the role.
- Must comply and adhere to the organisations policies and procedures, including the Code of Conduct.
- Out of hours work may be required and all staff are to be available for rostered fire duties on weekends, public holidays, and outside normal work hours.
- Must adhere to duty of care responsibilities to yourself and others under health and safety legislation.

## ORGANISATION CHART

### Forest Products Northeast

