

Position Overview

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| Position Title | Nursery Leading Hand | | |
| Position Number | 1283 | | |
| Position Type | Ongoing | | |
| Classification | Grade 4 – Nursery Award 2020 | | |
| Structure | Operations Business Group | Inland and North Qld | Nursery |
| Location | Toolara Nursery | | |
| Reports to | Nursery Operations Coordinator | | |
| Direct Reports | Nil | | |
| Version | 4.0 as at 22 April 2025 ¹ | | |

Position Key Goals

- Support the delivery of efficient and effective delivery of nursery production activities; and
- To support the achievement of HQPlantations strategic goals (Vision 2025).

Corporate Responsibilities

You are responsible for ensuring your behaviour and performance are aligned to:

- Our commitment to achieving a *proactive and integrated Culture of Safety*;
- Our *Corporate Values* of Commitment, Drive, Integrity, Respect, and Adaptability;
- The behaviour standards outlined in our *Code of Business Conduct* that reflect our *Growing Together Culture*:
 - Growing Our Culture;
 - Reflecting Our Safety Vision;
 - Delivering Ethical Governance;
 - Applying Business Acumen; and
 - Displaying Genuine Leadership.
- Our commitment to a diverse and inclusive workplace by being open to different ideas and cultures, committing to listening to each other, treating everyone fairly, and valuing different perspectives.

Position Responsibilities

Behaviour & Values

As a HQPlantations employee you are held responsible for ensuring:

- Your behaviour and decision making is aligned to HQPlantations values and Code of Business Conduct;
- Your behaviour and work practices demonstrate commitment to the safety of yourself and others through a genuine desire that every day, everyone returns home safe;
- Your behaviour demonstrates commitment to the stewardship of the land we manage; and
- Your behaviour demonstrates a readiness and commitment to participate in HQPlantations fire management activities.

¹ This Position Description may be redesigned from time to time to meet business needs



Position Description

Nursery Leading Hand

Nursery Operations

- Ensure the safety of yourself, your team, and others by placing safety first in all work activities and decisions;
- All work activities are carried out in alignment with HQPlantations health and safety Policy and Standards as detailed in our Health & Safety Management System (HSMS);
- Undertake risk assessments at all times when hazards are identified, prior to all new work and when change is introduced;
- Implement pesticide programs, use and calibrate spray equipment (e.g. tractor forklift boom and blow mister),
- Coordinate daily forklift operations by liaising with HQP workers to ensure each production team receives the necessary materials to maintain workflow.
- Operate a forklift to load and unload trucks, including B-Doubles.
- Implement daily operational plans of the nursery in terms of maintenance and production schedules, recording production figures and ensuring quality and production standards are maintained;
- Complete daily irrigation, crop health and hygiene checks ensuring issues are reported to the Nursery Operations Coordinator;
- Ensure operational activities are completed consistent with HQPlantations Nursery Management Standards and Best Management Practices as per Greenlife Industry Australia standards including records management of inventory and stock control;
- Identify and carry out asset maintenance and repairs in accordance with HQPlantations Health & Safety Management System;
- Provide and implement operational solutions on crop development, production, health, and hygiene issues;
- Liaise with contractors and other HQPlantations workers to ensure timely delivery of nursery products;
- Maintain positive partnerships with internal and external customers, neighbours and other stakeholders; and
- Continually identify opportunities to develop innovative work practices to deliver operational excellence and improve profitable growth.

Team Leadership

- Provide task leadership support to nursery workers in terms of safety, on the job training, coaching, task preparation, quality, and scheduling; and
- Support nursery management in the planning, recording, and management of team and individual performance by timely providing feedback.
- Provide support to nursery management in the planning of operations,

Fire Management

- Provide support to HQPlantations fire management activities which may include firefighting, hazard reduction burning, support for incident management team or other operational roles, and are undertaken in a safe, environmentally sustainable, efficient and effective manner.

Position Requirements

Behaviours & Commitments (Essential)

- I am committed and aligned to **HQPlantations Values** of Commitment, Drive, Integrity, Respect and Adaptability;
- My behaviour is aligned to the **Code of Business Conduct** behaviour standards; and
- I am committed to fostering and developing **HQPlantations Growing Together Culture**.

Knowledge & Skills

Health, Safety & Environment

- Practical and technical understanding of the application of health, safety, and environmental practices and systems required in a nursery work environment; and
- Competent skills in the application and use of risk assessments in a hazardous work environment.

Nursery Operations Management

- Demonstrated technical knowledge and application of nursery production operations including scheduling, chemical application and calibrations, crop hygiene, nutrition, and water management;
- Practical knowledge and skills in safety, environmental and quality practices;
- Practical understanding of Greenlife Industry Australia Best Practice Management principles;
- Practical understanding of nursery and forest management accreditation requirements;
- Practical knowledge and ability to undertake small asset maintenance tasks; and
- Practical business acumen skills in scheduling and monitoring of work performance and outcomes, problem solving, and ability to analyse and interpret information.

Workforce Management

- Demonstrated understanding and skills in working with others (both staff and contractors) including engagement and relationship building;
- Demonstrated understanding and skills in leading others through on-the-job coaching, support, and task allocation, and constructive feedback.

Leadership & Interpersonal

- Interpersonal skills to build working relationships and promote positive influence; and
- Effective written communication skills such as transactional, and report writing and verbal communication skills such as on the job training and coaching.

Business Acumen

- Ability to make safe and business oriented decisions;
- Demonstrated written communication skills including written correspondence; and
- Demonstrated knowledge in the use of information technology systems including Microsoft Office applications, , and irrigation systems (such as Irrinet) or the ability to quickly acquire.

Experience & Qualifications

- Accreditation in the operation of small plant, in particular forklift and tractor operations is essential.
- A minimum of three years' experience operating a forklift and/or experience applying chemicals mechanically using a tractor is desirable.
- Certificate III in Horticulture (or equivalent) or at least 3 years nursery production experience is desirable;
- ACDC Licence or ability to acquire; and
- Unrestricted "C" class drivers licence.