

# Position Description

POSITION DETAILS			
Position Title	Grounds Officer		
Reports to	Senior Maintenance Office – Alice Springs		
Business Function	Residential Services	Salary Grade	Enterprise Agreement – Aged Care Employee
Direct Reports	0	Band / Level	Aged Care General Employee Level 3
Indirect Report	0	Location	Alice Springs

REPORTING RELATIONSHIPS	
Internal Key Relationships	Consumers / Residents within our 3 Facilities
External Key Relationships	Third parties providing services to the facility / organisation.

OUR ORGANISATION
ARRCS work began in 2014 with aspirations to improve the quality of life for people living in regional and remote areas of Australia. Today, our commitment remains stronger than ever. We provide support to people across the Northern Territory through Residential Aged Care and Disability Services, Mental Health support, Childcare and Regional Home Care services and School Nutrition programs. We take a holistic approach, and a deep respect for all Elders and Aboriginal Cultures is at the heart of our work.

OUR COMPANY VALUES				
Compassion	Respect	Justice	Working Together	Leading Through Learning
Through our understanding and empathy for others, we bring holistic care, hope and inspiration	We accept and honor diversity, uniqueness and the contribution of others	We commit to focus on the needs of the people we serve and to work for a fair, just and sustainable society	We value and appreciate the richness of individual contributors, partnerships, and teamwork.	Our culture encourages innovation and supports learning.

PURPOSE
The role of the Grounds Officer is to primarily maintain the grounds and general appeal of Alice Springs' three aged care facilities, on-site staff accommodation and 20 Independent Living Cottages. This work will include but not limited to the maintenance of equipment and assets, upkeep of lawns, clearing of leaf debris, trimming of trees/shrubs, weeding, planting of new plants/trees and general garden tidying as required.

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## KEY RESPONSIBILITIES

### Grounds and Maintenance

- Perform routine landscaping on the grounds.
- Regularly maintain the grassed area, nature strip, courtyards, and entry areas, around the facility and all grassed areas adjacent to facility buildings
- Water trees and garden beds as required including remove weeds and seasonally spray weedicides where required.
- Safely operate and maintain machinery as required, having considered risk to self and others (Ride on Lawn mower, Chainsaws, Hedge cutters and other hand tools)
- When required perform maintenance and light repairs including paint and fill gaps or crevices (on walls, footpaths etc.)
- Identify and report to the Senior Maintenance Officer, the need for major repairs.
- Assist with cleaning and upkeep of the facility interior court yards.

### Customer Service

- Ensure service level returns positive feedback and consumer satisfaction.
- Establish a positive, supportive, and encouraging line of communication with staff and residents including residents of the Independent Cottages

### Quality, Safety and Risk Management

- Commitment to ensuring quality services are delivered to both internal & external clients through the quality, safety, and risk management system. Act in accordance with all relevant external legislation and internal ARRCs policies and procedures that relate to this position and the organisation.
- Understand the importance of the quality and safety system at ARRCs and assume responsibility for the delivery of the system through:
  - Active participation in quality improvement activities.
  - Actively participate in staff meetings
  - Demonstrated knowledge of the Fire Safety and Evacuation Procedure
  - Working knowledge of the ARRCs Infection Control, WHS and Manual Handling policies and procedures with an emphasis on promoting compliance amongst team.
  - Be aware and comply with all Standards and Guidelines for Residential Aged Care Services.
  - Exercise due care and economy in the use of ARRCs equipment and supplies.

### Personal Accountability

- Compliance with ARRCs's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of elderly and children who come into association with us.

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- Ensure appropriate use of resources.
- Work collaboratively with ARRCs employees and external stakeholders in accordance with ARRCs's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Actively participate in initiatives to meet Reconciliation Action Plan and empowering of First Nations people within our employment and for those we serve in our positions.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e., equal employment opportunity, health, and safety) and mandatory training specific to position.

## SELECTION CRITERIA

Key skills and experience that the applicant requires to qualify for the role:

### Qualifications – Essential

- NT C-Class drivers' licence.
- Current First Aid Certificate or willingness to obtain.

### Qualifications – Essential

- Tertiary qualifications in Horticulture or similar discipline.

### Experience

- Ability to comfortably work with and provide support to the elderly.
- Demonstrated pro-active attitude to work.
- Previous experience in gardening and or maintenance on a professional level and understanding of work, health and safety.
- Sound knowledge of working with and using gardening tools including mowers, hedge trimmers, wippersnipper etc.
- On the job knowledge of Work, Health and Safety when working outdoors with dangerous equipment.
- Ability to problem solve and use initiative to maximise positive outcomes.

### Mandatory Requirements

- NDIS Worker Screening
- Current Influenza Vaccination
- National Police Check

### Duties Statement

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Australian Regional and Remote Community Services. You will at times be required to work on other tasks and areas as directed by the Residential Aged Care Manager or ARRCs Leadership Team. By signing your contract of employment, you accept and agree to the role and responsibilities as outlined in this position description.

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