


Technical Assistant Position Description

POSITION DETAILS					
Position Title	Technical Assistant				
Department	Nursery				
Reports to	Nursery Operations Manager				
Location	Tasmanian Nursery/Pakenham Nursery				
Incumbent	Vacant				
Prepared by	James Knaggs (Nursery Ops Manager)	Signature		Date	
Approved by Manager	Richard Shenfield (National Nursery Manager)	Signature		Date	9/1/23
Direct Reports (Titles)	Nil				
POSITION SUMMARY					
<p>The Technical Assistant is accountable for ensuring plant health and condition is maintained regularly through monitoring, observation and documented data recording and reporting to the Horticulturist. This role ensures, under direction of the Horticulturist, activities and technical operations are carried out efficiently and comply with company policies.</p>					
KEY LIASONS					
Internal	Nursery Operations Manager, Administration support, Nursery Team, National Nursery team, HR, HSE, TC team				
External	Third party suppliers, Sustainable Timber, Contract Labour providers				
KEY RESULT AREAS AND PERFORMANCE TARGETS					
Key Result Areas	Objectives			Key Performance Indicator(s)	
Observational Reporting & Data Analysis	<ul style="list-style-type: none"> ▪ Conduct timely on-site visual health checks on all plants and report on health, nutrient, pest & disease and growing practices, as well as overall status of plant numbers. ▪ Collect timely data on plant growth and health to enable accurate reporting on harvest yield and timing. ▪ Submit documented observations and scouting reports utilising accurate and up to date data. ▪ Understand best-practice growing techniques and monitor adherence to techniques. 			<ul style="list-style-type: none"> ▪ Undertake visual scouting and accurate and timely observations, provide credible and reliable data 	

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Operations	<ul style="list-style-type: none"> ▪ Support harvest data recording, quality assurance monitoring, as well as updates on speed of harvest rates, also plant preparation, trimming and washing. ▪ Record information relating to source, clone, and inventory management purposes. ▪ Measuring compliance to plant health and quality standards. 	<ul style="list-style-type: none"> ▪ Collation and submission of regular trim shed data.
Observational Reporting & Data Analysis	<ul style="list-style-type: none"> ▪ Conduct visual health checks on all plants and report on health, nutrient, pest & disease and growing practices, as well as overall status of plant numbers. ▪ Collect daily data on plant growth and health and conduct analysis reporting on harvest yield and timing. ▪ Submit documented weekly observation and scouting reports utilising accurate and up to data. ▪ Ensure compliance against best-practice growing techniques and monitor adherence to techniques. 	<ul style="list-style-type: none"> ▪ Submission of accurate and timely observation reports based on credible and reliable data recording and visual scouting.
Crop Health & Management	<ul style="list-style-type: none"> ▪ Monitor irrigation/fertigation, scout for pests and diseases. ▪ Record plants to specifications and grades and provide accurate and timely data ▪ Provide support through sharing of information with Driscoll's staff and third-party nurseries to deliver quality improvements across the Nursery team. 	<ul style="list-style-type: none"> ▪ Reduced plant propagation costs as a result of advanced methods. Meeting quantities and quality of plants ordered.
Clean Stock Management	<ul style="list-style-type: none"> ▪ Carry out trueness to type clone evaluations ▪ Monitor plants in accordance with set practices to ensure they are free of economically important pathogens and are true to type. These clean stock processes include redundancy, health evaluation and pathogen testing, isolation, strict sanitation, one-way product flow, and true-to type assessments. ▪ Provide support of the process on a consistent basis ▪ Identify and communicate improvements or identified gaps in Clean Stock 	<ul style="list-style-type: none"> ▪ In full and on-time delivery of high quality plants. ▪ Achievement of targeted replication rates per mother plant and per kg of root. ▪ Low P&D rates throughout season at nurseries. ▪ Records of critical metrics of the process ▪ No virus or pathogens on plants.
People & Leadership	<ul style="list-style-type: none"> ▪ Assist with the induction and ongoing training of casual staff. ▪ Support supervision of staff within Technical related activities ▪ Ensure compliance with all internal staff policies and procedures. 	<ul style="list-style-type: none"> ▪ Compliance with all people related policies and procedures.
Safety	<ul style="list-style-type: none"> ▪ Ensure field operation activities are performed in accordance with both regulatory and company standards and policies. ▪ Monitor the health and wellbeing of workers and report any incidents as they arise. ▪ Assist in the investigation of a reportable incident or injury. ▪ Ensure the timely reporting of all incidents and hazards. 	<ul style="list-style-type: none"> ▪ Zero LTI achievement. ▪ Reduction of AIFR by 20% YOY for designated work group.

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QUALITY & INNOVATION

- Ensure the standard operating procedures for critical process are in place and accurate.
- Ensure data provided to management is correctly maintained in accordance with Company procedural requirements.
- Contribute, share and communicate to foster team work.
- Generate creative solutions and attempt at different and novel ways to deal with problems and seek opportunities.

WH&S

All employees of Driscoll's Australia must be able to demonstrate the following work practices and commitment to WH&S systems and processes:

- Follow all Workplace Health and Safety policies and procedures at all times;
- Ensure that all staff under supervision abide by the Workplace Health and Safety policies and procedures at all times;
- Continuously aim at improving safety in all aspects of their work and to encourage staff under direction to do likewise;
- Work with a "safety mind" and will not carry out any activity unless confident that they have sufficient knowledge to do is safely. If the incumbent is in any doubt as to the safety of the activity and / or process he / she will stop and seek guidance from a qualified person.
- Report any safety hazards to the relevant supervisor / manager.

EMPLOYEE RIGHTS & RESPONSIBILITIES

The incumbent has an obligation to uphold the following principles:

- Everyone at shall treat each other with mutual respect and trust;
- All employees should have the right to be treated fairly and with proper courtesy;
- All employees should feel confident that they are working in a workplace free of harassment;
- Abide by equal opportunity and anti-discrimination policies and principles.
- Take the time to listen to and respect the views of others.
- Encourage and support others in the workplace.
- Accept responsibility for my actions.
- Accept and provide constructive feedback.

COMPETENCIES

Functional / Position Specific Competencies

Rating

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Qualifications: Tertiary qualification in Horticulture or similar is preferred.	Useful
Industry Experience: Previous experience in a farm environment or similar role is preferred.	Useful
Communication: Strong written and verbal communication skills.	Important
Accuracy: Attention to detail and accurate data collection.	Important
Systems: Intermediate level in Microsoft Excel.	Important
Autonomy: Ability to work with limited supervision.	Important
Team work: Ability to work collectively in a team environment.	Important