



HERITAGE LIFECARE®

Position Description

Gardener

Company Overview:

Heritage Lifecare is a provider of Residential Aged Care Facilities throughout New Zealand. We aim to add value and enhance performance for all those in our facilities.

Our employees are united in our common purpose and strive to ensure the delivery of respectful and caring services, in an environment that is safe for clients.

Position Overview:

Responsible for maintenance and mowing of the grassed areas, edging treatment and weed control within the scope of Heritage Lifecare. Properties are to be maintained at standards that meet the needs of the facility users and standards set out in respective legislative documents.

Reports to:

Facility Manager

Functional Relationships:

Facility Manager/Clinical Services Manager

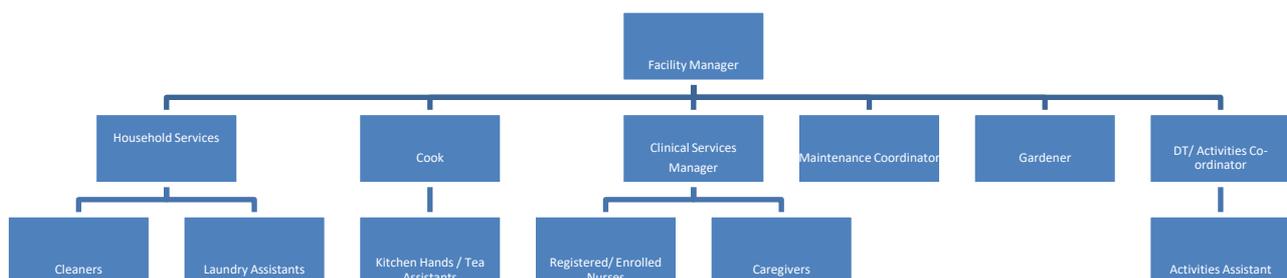
All facility staff

Residents/Relatives/Visitors

Head Office staff

Suppliers and Contractors providing goods and services to hospitals/ rest homes

Generic Team Structure:



Key Accountabilities:

Key Tasks:	Performance Standards:
1. To follow policies and procedures of the facility in all matters	Is familiar with the main manuals and aware of the information in them Uses correct procedures as outlined in the manuals Is familiar with the Code of Conduct
2. To maintain the garden	Plant out, weed, fertilise, irrigate and maintain seasonal flower beds Trim, prune, fertilise, irrigate shrubs, roses, trees etc Trim and shape hedges as required Aim to present gardens at Award-winning standard at all times Pick-up debris from garden areas and dispose of in proper manner (Maintain hygiene at all times)
3. Lawn Maintenance	Manicure lawns using correct machinery (ride-on, push mower) Trim edges using correct tools Fertilise, spray and irrigate lawns as required Keep lawns free of debris and use tools for blowing leaves as required Maintain lawn maintenance machinery to high standard, and make recommendations for repairs
4. To perform the duties as set in the duty description and according to standard policies and procedures for the facility	Ensures daily work schedule is completed Performs extra necessary duties as directed by management
5. Attention to detail	Pays close attention to prescribed or required procedures Pays attention to the details of a task or process Sets high work standards Identifies processes or tasks which are not being done correctly and takes corrective action Identifies quality defects
6. To report appropriately to the Manager of the facility	Informs the Facility Manager of any maintenance/ safety issues that are necessary
7. To document as required	All document requirements are met
8. To operate all equipment to manufacturer's / supplier's instructions and report any malfunctions immediately	Follows instructions regarding any equipment or machinery Maintains equipment in a clean, safe and working condition Reports maintenance required on any equipment
9. To practice care and economy in the use of supplies, equipment and time	Care is taken to manage supplies economically Equipment is cared for to avoid unnecessary damage Time is managed efficiently and effectively
10. To be familiar with emergency procedures	Attends compulsory fire and emergency training sessions Fire procedures are known Civil defence procedures are known
11. To contribute to a healthy and safe working environment	Works in a safe manner and uses appropriate safety equipment. Uses correct lifting and handling procedures Understands the Hazard Register for the work area Manages equipment in a safe manner Ensures equipment is in safe working order & faulty equipment is reported Uses all chemicals safely

	<p>Reports any hazards and works towards eliminating, isolating or minimising them</p> <p>Work areas are kept clean, safe and tidy</p> <p>Reports any work accidents / incidents and completes the required documentation</p>
12. To work effectively in a team environment	<p>Understands own role & responsibilities within the team and those of other team members</p> <p>Offers assistance to other team members in a helpful manner</p> <p>Adapts routines if required</p> <p>Maintains appropriate channels of communication</p> <p>Maintains a positive attitude</p>
13. To maintain a professional appearance and attitude of responsibility, loyalty and discretion	<p>Dress is clean and tidy</p> <p>Appearance is professional</p> <p>Ensures that the facilities property is treated with care and used only for the purpose intended</p> <p>Demonstrates punctuality and reliability at all times</p> <p>Demonstrates a positive work ethic</p> <p>Demonstrates a positive attitude towards guidance and correction</p> <p>Works well without supervision</p> <p>Performs tasks thoroughly to an appropriate standard and skill level</p> <p>Respects confidentiality requirement of the facility</p>
14. Time Management	<p>Establishes priorities based on their own level of relative importance.</p> <p>Is able to manage own time to meet objectives within agreed deadlines</p> <p>Keeps appropriate people informed of progress</p> <p>Is flexible in the work required and availability</p>

Financial Authority

Nil

Core Competencies

Administration	Core Competencies	Adaptability	Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment. Changes behavioural style or method of approach when necessary to achieve goal; adjusts style as appropriate to the needs of the situation. Responds to change with a positive attitude and a willingness to learn new ways to accomplish work activities and objectives.
		High work standards	Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.
		Sound decision making	Recognises problems and responds, systematically gathers information, sorts through complex issues, seeks input from others, addresses root cause of issues, makes timely decisions, can make difficult decisions, uses consensus when possible, and communicates decisions to others.

	Differentiating Competencies	Project management	Undertakes the discipline of initiating, planning, executing, controlling, and closing the work of a team or individually to achieve required goals, quality and success criteria within the time frame required.
		Active learning	Demonstrates eagerness to acquire necessary technical knowledge, skills, and judgement to accomplish a result or to serve a customers needs effectively. Has desire and drive to acquire knowledge and skills necessary to perform a job more effectively. Keeps up to date on current trends. Takes responsibility for own development.
		Process improvement	Looks for incremental improvements in work processes and results, looks for ways to streamline work processes, reduce rework, and improve quality and customers offering.
Customer Service	Core Competencies	Solution focused	Seeks to understand the challenge in order to provide or create a workable solution for all parties. Lives in the moment and aims to provide an immediate solution. Ensures the underlying problem is highlighted with the appropriate person in order for the challenge to be managed therefore resolved in the future.
		Resilience	Maintains professional demeanour and deals effectively with pressured and difficult times. Maintains focus and intensity and remains optimistic and persistent, even under adversity. Recovers quickly from and responds constructively to setbacks. Accepts constructive feedback with an open and professional manor
		Builds rapport quickly	Builds a mutually trusting and understanding to ensure all parties involved have the other's best interests in mind. Identifies key stakeholders and seeks to build rapport effectively and efficiently to enable continued care and support is provided and business outcomes are met.
	Differentiating Competencies	Adaptability	Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment. Changes behavioural style or method of approach when necessary to achieve goal; adjusts style as appropriate to the needs of the situation. Responds to change with a positive attitude and a willingness to learn new ways to accomplish work activities and objectives.
		Authentic	Undertakes work and develops relationships with a competent, credible and reliable approach. Will raise any concerns had in a professional manner and acts in alignment of promises and commitments. Undertakes courageous conversations at the appropriate time and in a professional manner to ensure authenticity is maintained.
		Holistic view	Undertakes all aspects of work by considering the components of not only the actions or process being undertaken there and then but understands and considers all areas to ensure a full view of the workplace / process / situation is considered and understood.

The intent of this position description and person specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job classification. Employees may be requested to perform job related tasks other than those specified in this Position Description.