POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>General Glasshouse Assistant</th>
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<tbody>
<tr>
<td>Organisation Unit:</td>
<td>Faculty of Science</td>
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<tr>
<td>Position Number:</td>
<td>3028276</td>
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<tr>
<td>Type of Employment:</td>
<td>Full Time, Continuing</td>
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<tr>
<td>Classification:</td>
<td>Hew Level 3</td>
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</table>

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world's top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

The Central Glasshouse Services Unit (CGSU) is part of the Faculty of Science. It is located at the University’s St Lucia Campus with additional resources at Long Pocket. The facility includes external propagation and growth areas, glasshouse space, which include environmentally controlled, PC2 and AQIS approved quarantine areas. The main clients include researchers from within the university, with some elements for the provision of teaching material. Staff are expected to fulfil the duties of their primary position and also to contribute to other areas of the Central Glasshouse Services Unit activities when necessary to ensure timely and effective support of the facility’s clients.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

This position supports the Central Glasshouse Services Unit (CGSU) Manager in the delivery of quality services to teaching and research activities, operating and maintaining all Glasshouse Services equipment and infrastructure, and provides horticultural support to maximise plant health in line with research needs. The requirements of statutory compliance and safety must be fulfilled, as well as having the technical knowledge and the capacity to implement it.

Duties

Duties and responsibilities include, but are not limited to:

Operational

- Assist in maintaining glasshouses and all associated infrastructure and equipment to a high standard.
- Assist in supervising Property & Facilities staff and contractors in restricted areas.
- Assist with CGSU tasks
  - Spraying of plants;
  - Mixing and preparation of potting mixes;
  - Potting of plants;
  - Sterilising of waste (used) soil/potting mixes;
  - Watering of plants;
  - Cleaning of facilities;
  - Operation of trolleys, forklift and other CGSU equipment.
- Responsible for the acceptance, verification and storage of deliveries and the distribution to schools and laboratories where required in a timely manner.
- Responsible for keeping records of all chemical applications as required by AgVet, Agricultural Chemical Distribution Control Act and OH&S.
• When necessary, contribute to all areas of the CGSU operations as required by the CGSU Manager to ensure timely and effective support to the facility’s clients and operational needs.

**Customer Services and Quality Assurance**

• Liaise with the clients (academics, researchers and education coordinators) to ensure that customer objectives are being met.
• Assist in providing good communication with clients prior and during activities that may impact research outcomes, such as chemical applications (e.g. spraying pesticides), system failures, facility damage and maintenance.
• Ensure a high level of client focus (internally and externally) with due care and attention to client priority issues and appropriate levels of client communications.

**Occupational Health and Safety**

• Comply with requirements of Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University of Queensland.
• Liaise with and provide advice to the CGSU Manager on non-compliance, breaches statutory regulations, technical and scientific matters.
• Ensure that all safety aspects of glasshouse services including development of relevant risk assessments and assisting in accident investigations for OH&S incidents at the CGHSU are complied with, approved and communicated to the CGHSU Manager and/or relevant parties.
• Ensure new clients to the facility receive appropriate OH&S induction.
• Act as First Aid Officer.

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

• the [University’s Code of Conduct](#)
• requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
• the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
• requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

**Organisational Relationships**

The position reports to the Central Glasshouse Services Unit Manager.
SELECTION CRITERIA

**Essential**

- Completion of a Certificate III in Horticulture; or an equivalent combination of relevant experience and/or education/training
- A minimum of 2 years of experience in a horticultural field
- Horticultural and agricultural knowledge, abilities and experience
- An understanding of plants and their growth
- Knowledge or ability to rapidly acquire knowledge of ethics, OH&S, EEO and other relevant government regulations and University policies
- High level of interpersonal and communication skills
- Ability to observe and communicate statutory requirements and university policies and procedures
- Must be self-motivated and have the ability to work unsupervised
- Strong client service orientation
- Culturally aware
- Ability to work in a flexible team environment
- Friendly and outgoing personality, with the ability to communicate and deal professionally with stressful situations should they arise

**Desirable**

- Forklift certificate
- Skid steer loader certificate
- DAFF Biosecurity Quarantine Accredited Person (QAP Accreditation)
- PC2 training
- Agricultural chemical application certificate
- Pest control aptitude
- Quarantine experience
- Willingness to work out of hours with appropriate remuneration
- Senior First Aid Certificate

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples.