1. **ROLE PURPOSE**
   To provide the students of Xavier College and the wider Xavier community with grounds, gardens and playing fields of the highest quality.

2. **LINE OF AUTHORITY**
   This position will operate under the direction of the Burke Hall Site Manager who is responsible to the 3 Campus Property Manager. Ultimately this position is responsible to the Principal and the Rector.

3. **SPECIFIC RESPONSIBILITIES**
   In performing the following duties the incumbent is required to comply with the quality assurance policies and procedures, and other relevant legislative policy requirements applicable to the College.

   - To prepare, present and maintain the grounds and gardens for the Burke Hall campus Physical Education Curriculum, Sport and APS sporting fixtures and the school's special events.
     (The “grounds” includes playing fields including the Rylah Oval and Collins Bridge Oval, practice wickets (if applicable), ovals, internal roads/paths, boundaries, walkways, signage, gutters, drains, car parks, garden beds, hedges, lawns, edges, plants, trees and shrubs.)

   - To manage two further full time members of the grounds staff and casual staff when necessary.

   - The Curator will undertake the following tasks:
     - The preparation and presentation of a weekly work schedule for the grounds and gardens;
     - Conduct an accurate and thorough review of the previous week's schedule;
     - Review and monitor the condition of machinery and equipment;
     - Raise issues of professional interest to grounds staff.

   - Meet regularly with the Site Manager to discuss the weekly calendar, the requirements of the PE and Sports Curriculum, the condition of the grounds, staff works plans, budgets, Occupational Health and Safety, professional development and external bookings.

   - Provide appropriate work place training including the establishment of a relevant work plan and the provision of professional guidance and support for full time and casual staff.

   - Collection and disposal of rubbish.

   - Preparation, maintenance and improvement of the gardens. This includes the Villa Alba Heritage gardens.

   - Preparation of practice and match facilities as required by the Head of Sport and Teachers in Charge.

   - Safety, security, condition and cleanliness of the grounds and grounds shed.

   - Prevention, detection and treatment of any pests, fungi and disease, which may appear on the Burke Hall grounds.

   - Safe application and distribution of chemical treatments.

   - Continuance of safe work practices including safety equipment.

   - Contribute to the forward planning of Capital Works and Capital Equipment purchases across the site.

   - Assist in event set ups and minor maintenance tasks where necessary.
4. **SELECTION CRITERIA**

**Essential:**
- A formal qualification in turf management.
- Training and/or experience in turf wicket management.
- Demonstrated skills in effective written and oral communication.
- Ability to work in a small team environment

**Desirable:**
- A qualification in horticulture is an advantage.
- Sound computer skills
- A knowledge of gardening would be advantageous
- A Heavy Vehicle licence advantageous
- Knowledge of vehicle maintenance
- Understanding of and willingness to comply with quality assurance policies and procedures, and other relevant legislative and policy requirements applicable to the College.

5. **TERMS AND CONDITIONS**

In consultation with the Property Manager a high level of flexibility would be required with this role.

- **Hours of Duty:** 37.5 hours/week
- **Annual Leave:** 4 weeks leave taken in agreement with the Site Manager plus 8 other days granted by the College Administration
- **Uniforms:** Boots, jackets, shirts, trousers provided
- **Phone:** Mobile phone provided
- **Overtime:** Events may require some “after hours” work. Time in lieu or as overtime pay may be taken for this work (to be negotiated with the Site Manager in advance)

All other terms and conditions as per the Xavier College Conditions of Employment Agreement 2012.