

# Botanical Records and Interpretation Officer

## Purpose | Te arotahi mātua

The Botanical Records and Interpretation Officer is responsible for working collaboratively and cohesively within the Regional Gardens team to maintain and develop the regional gardens plant database. The position is also responsible for maintaining and improving the visitor experience at all three gardens through quality interpretation and encouraging public use of the regional gardens by participation in the events/functions and hosting visitors to the properties.

The role encompasses engagement with iwi/hapū, the science community, and a range of internal and external stakeholders to add value to the plant records and interpretation. Effectively communicating the botanical and heritage importance of the three regional gardens to a range of audiences is a key aspect of this role.

## Role dimensions | Te ahu mahi

Responsible to:	Regional Gardens Manager
Responsible for:	Nil
Primary location:	No permanent base location as is expected to regularly rotate through the Regional gardens and the Taranaki Regional Council offices.
Job context:	Permanent, Full-time

## Organisational context | Te horopaki whakahaere



## Role specific areas of responsibility | Whakaritea ngā wāhanga kawenga

The key responsibility areas are provided as a guide only. Performance measures for this job will need further discussion between the job holder and People Leader/Manager as part of the performance development process.

### Botanical records management

- Maintain and develop the Pukeiti, Tūpare and Hollard Gardens databases, working under the guidance of the Regional Gardens Manager and alongside the three Head Gardeners to ensure they are up to date and continually enhanced, including cultural and historical information.
- Networking with other plant institutions and experts to enhance and develop the databases. Continually improve the accuracy by researching and using plant identification keys.
- Impart information from the databases in various forms for public interpretation and knowledge.
- Provide assistance in the gardens from time to time, as appropriate.

### Interpretation

- Coordinate the implementation of new interpretation, including developing signage, story panels, way finding and booklets.
- Project manage capital expenditure interpretation projects.
- Manage interpretative electronic media platforms.
- Welcome and conduct visitors around the gardens and communicate the stories, history and botanical information associated with them.
- Lead public workshops.
- Train other staff in hosting and guiding.
- Monitor social media platforms, provide prompt responses and organise action where necessary.

### Strategy

- Contribute to the development and implementation of the Regional Gardens team Strategy and Roadmap ensuring the Council is well-positioned for the future.
- Contribute to strategy and policy development across the Regional Gardens and other Council activities as required.
- Provide high quality advice, reports and recommendations to the Regional Gardens Manager.

### Financial management and reporting

- Manage capital budget projects as required and report on their performance.

### Health and safety

- Take all practicable steps to ensure a safe and healthy workplace by promoting, implementing and supporting appropriate health and safety practices.
- Provide health and safety inductions to contractors and event organisers into the gardens as required.
- Ensure that measures are in place to protect the health, safety and welfare of visitors to Regional Gardens.





## Organisational areas of responsibility | Ngā wāhanga whakahaere

- **Be a team player** – Contribute to the greater team and organisational goals by completing projects and tasks in an efficient and effective manner, including any additional activities as directed by your People Leader.
- **Be flexible and adaptable** – Flexible work arrangements meet the needs of our customers, the Council and the individual and may include the need to work outside normal office hours from time-to-time.
- **Look after yourself and others** – Work within the Council's health and safety systems, policies and procedures at all times to limit risk and keep yourself and those around you safe.
- **Work with integrity** – Maintain high professional and ethical standards that align with relevant legislation, Council policies and our values.
- **Develop yourself and others** – Proactively seek out opportunities for your own professional development and work alongside others to develop them, including actively taking part in Our TRC.
- **Be culturally aware** – Show appreciation and understanding of Māori culture and values and put these into practice in your work.
- **Be an agent for change** – Always be on the lookout for ways to do things better, faster or smarter and be an active participant in the continuous improvement culture.
- **Be digitally savvy** – Understand and be competent in the use of digital technologies relevant to your role, including processing and storage of Council information in line with relevant policies.
- **Emergency planning and response** – Where required, participate in emergency management training exercises and support Council during an emergency management response, having due regard to the safety of your family.
- **Live our values** - Be aware of and demonstrate our values in ways that support inclusivity in every aspect of our work.

## Delegations of authority | Te tuku mana

Delegations for all roles are set out in the **Taranaki Regional Council Delegations Manual** as appropriate.

## Personal specifications | Ngā whakaritenga whaiaro

- Qualifications**
- A level 6 diploma in amenity horticulture or a field relevant to the specialisation of this role is required.
  - Preferably a Bachelor of Science majoring in botany or similar.
- Experience**
- At least five years' experience in a relevant horticultural or botanical role, preferably working with a wide range of plants using correct botanical nomenclature.
  - Have technical and practical proficiency and competency relevant to this role's specialisation.
  - Experience with building and maintaining effective relationships and gaining the cooperation of a wide range of internal and external stakeholders.
- Skills**
- Taranaki Regional Council has a skills pathway framework enabling people to plan their development and grow their skills. The core skills required for this position are aligned with **He Pukenga Ara Skills Pathway**, and a summary table is included in Appendix 1.
  - Ability to plan and complete work on time and within budget.
  - Excellent written and verbal communication skills.
  - Well organised.
  - Strong attention to detail.
  - Ability to train and mentor staff.
  - Public speaking skills.
  - Drivers Licence for a Manual Vehicle.
- Knowledge**
- Advanced botanical knowledge, especially a good understanding of botanical taxonomy and nomenclature.
  - Working knowledge of tikanga Māori and Te Reo.
  - Advanced knowledge of public garden management.
  - Working knowledge of information technology.
  - Advanced understanding of public interpretation.
  - A working understanding of maps and wayfinding.
- Personal attributes**
- Self-motivated
  - Adaptable
  - Strong initiative
  - A can-do attitude
  - Self-awareness
  - Good level of fitness - some heavy lifting will be required



## Functional relationships | Te whanaungatanga mahi

Build, maintain and role model meaningful effective and sustainable relationships with;

- |                 |  |
|-----------------|--|
| <b>Internal</b> | <ul style="list-style-type: none"><li>• Regional Gardens team</li><li>• All Taranaki Regional Council staff</li></ul>  |
| <b>External</b> | <ul style="list-style-type: none"><li>• Mana whenua</li><li>• General public</li><li>• Contractors</li><li>• Volunteers</li><li>• Pukeiti Rhododendron Trust</li><li>• Botanic Gardens and other aligned organisations</li><li>• Interpretation groups and organisations</li></ul> |

## Changes to job description | Ngā huringa ki ngā whakaahuatanga mahi

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.



## Our key messages | Ko ā mātou kōrero mātua

Taranaki Regional Council works with the Taranaki community:



Improving lifestyles  
Supporting livelihoods  
Taking Taranaki forward

## Our mission | Tō tātou mihana

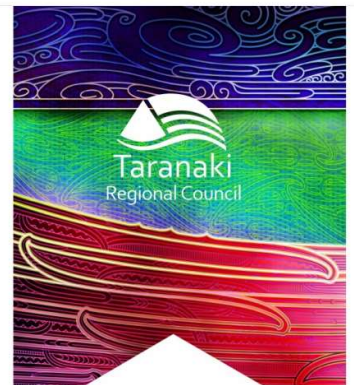
To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources.
- Safeguarding Taranaki's people and resources from natural and other hazards.
- Promoting and providing for significant services, amenities and infrastructure.
- Representing Taranaki's interests and contributions to the regional, national and international community.

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

## Our values | Tō tātou whanonga pono

- **Integrity** | We do what is right, rather than what is easy.
- **Teamwork** | We are one TRC team, working together with courage and purpose.
- **Care & Respect** | We demonstrate care and respect for ourselves and others; we treat everyone with dignity.
- **Agility** | We strive for excellence, embracing change as an opportunity for innovation.



Taranaki  
Regional Council

## Our health and safety | Tō tātou Hauora me te haumaru

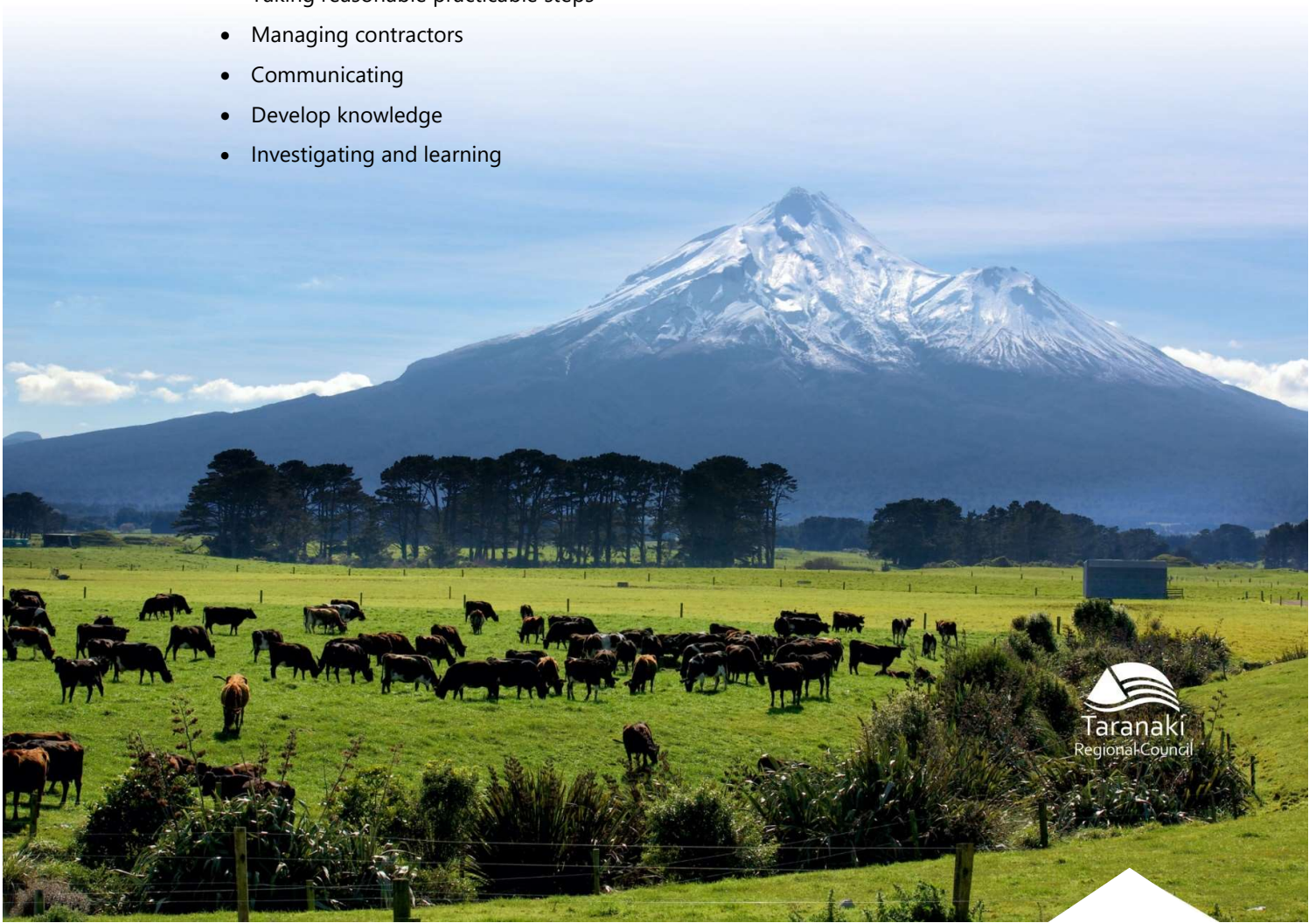
The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities.

### There are two key points to health and safety:

- 1 The safety of our people and the communities in which we operate always comes first.
- 2 We are all empowered and expected to challenge any unsafe situation at work.

### We will achieve these by:

- Building a positive culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicating
- Develop knowledge
- Investigating and learning



# He Pūkenga Ara Skills Pathway

Skill Area	Capabilities
Service Delivery	<ul style="list-style-type: none"> <li>• Service Standards</li> <li>• Customer Service</li> <li>• Judgement and Decisions</li> </ul>
Organisational Impact	<ul style="list-style-type: none"> <li>• Aligns Work</li> <li>• Collaborates</li> <li>• Assesses Impact and Value</li> <li>• Promotes Change</li> </ul>
Self-Awareness	<ul style="list-style-type: none"> <li>• Knows Self</li> <li>• Develops Self and Others</li> <li>• Builds Trust</li> </ul>
Communicates Effectively	<ul style="list-style-type: none"> <li>• Clear Messages</li> <li>• Adapts Style</li> <li>• Tact and Diplomacy</li> </ul>
Digital Technology	<ul style="list-style-type: none"> <li>• Systems Knowledge</li> <li>• Works Efficiently</li> <li>• Data Management</li> </ul>
Wellness and Risk	<ul style="list-style-type: none"> <li>• Policies and Procedures</li> <li>• Manages Risks</li> <li>• Proactive Wellbeing</li> <li>• Site Safety</li> </ul>
Cultural Awareness	<ul style="list-style-type: none"> <li>• Reo</li> <li>• Tikanga</li> <li>• Whakawhanaungatanga</li> <li>• Local context</li> <li>• Mātauranga Māori</li> <li>• Regulatory Environment</li> </ul>