

Job Description Form

Position Details

Position Title: Director, Western Australian Botanic Garden	Position Number: BGPA3136718	Level: Level 8
Division: Botanic Gardens and Parks Authority	Branch: Horticulture and Living Collections	Section: Horticulture and Living Collections
Employment Agreement: PSA 1992 / PSCA 2024	Location: Kings Park	Effective Date: 5 January 2025

Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.

Integrity



Commitment to knowing and doing what is right

Collaboration



Commitment to team, partnership and the support of others

Accountability



Commitment to being transparent, taking ownership and personal responsibility

Respect



Commitment to the respect of people, culture and place

Excellence



Commitment to quality, innovation and continuous improvement

Reporting Relationships

Position Title	Level/Grade
Chief Executive Officer, Botanic Gardens and Parks Authority	Band 2



Position Title	Level/Grade
Executive Director, Botanic Garden and Parks Authority	Class 2



Responsible to

This position



Position title	Level/Grade
Director Experience: Visitor and Community Engagement	8
Director Environment and Infrastructure	8
Director Corporate and Commercial Services	8
Principal Landscape Architect	SC3
Governance, Compliance and Risk Coordinator	5
Executive and Administrative Support Officer	5

Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Manager Plant Development	SC Level 4	1.0
Manager Living Collections	Level 6	1.0
Curator Arboriculture	Level 5	1.0
Curator Horticulture Displays	Level 5	1.0
Administration Assistant	Level 3	1.0

About the Role

Actively leads and champions the curation and development of high-quality horticultural displays and plant collections for conservation, while promoting plant breeding and technical horticulture to maintain and enhance Kings Park and Botanic Garden's global reputation; contributes to the development and implementation of strategic direction and planning for BGPA.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

Position Title Director, Western Australian Botanic Garden		
Position No. BGPA3136718	Level/Grade Level 8	Effective Date 5 January 2025

Responsibilities

- Leadership in Horticulture, Arboriculture and Ex-situ conservation of Western Australian flora to maintain and enhance Kings Park and Botanic Garden's globally relevant reputation.
 - Lead teams to deliver high presentation standards with a focus on improving environmental sustainability and threat management including biosecurity for the cultivated areas.
 - Lead and manage the horticultural and related infrastructure planning and operations in the botanic garden, nursery, parkland, arboriculture, plant breeding and technical horticulture, Seed Centre and Reference Herbarium, applying best practice across all areas and integrating relevant research outcomes in horticultural activities.
 - Promote the conservation of Western Australia's flora and its horticultural application, through public engagement including for special events such as the Kings Park Festival.
 - Determine priorities for collections management and nursery production, tree management and replacement programs, and manage their implementation for the long term sustainability of collections and displays.
 - Oversee and promote plant breeding and development to increase the range and form of Western Australian plants available for display in the botanic garden and other urban landscapes and to promote the use of native plants in general horticulture and the profile of Kings Park in the community.
 - Manage the development and use of relevant databases to maximise effective and efficient collections record-keeping outcomes.
 - Promote and develop productive relationships with external and internal stakeholders, including active engagement with Kings Park Science/wider DBCA science programs to integrate emerging research into plant development, seed banking, taxonomy and biosecurity.
- Directorate Management
 - Provide leadership, effective liaison and communication processes for the Directorate and manage staff performance to achieve outcomes as specified in the relevant operational, directorate and area master plans.
 - Provide leadership for staff development in the areas of technical horticultural skills, team work, use of resources and general management skills for continuous improvement in staff skills.
 - Plan, monitor and review branch budgets to ensure optimal resource utilisation in line with Directorate's budget and outcomes.
 - Actively lead opportunities for sustainable volunteer engagement in horticultural programs to promote appropriate community involvement and manage their implementation and review.
 - Provide high-level advice as required, participate as a member of the Corporate Executive and contribute to strategic decision making within the Authority.
 - Assist in preparation of external correspondence, including ministerial briefing notes, publicity and response to public enquiries; present a positive media profile regarding horticulture and displays from Kings Park and Botanic Garden.
 - Ensure Directorate compliance with all relevant legislative, regulatory and Public Sector Standards requirements.
- Other
 - Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
 - Undertakes other duties as directed.

Selection Criteria

Applicants should address the following four criteria. These should be addressed in no more than three pages in total.

1. Demonstrated extensive understanding and application of the value and importance of ex situ collections management for conservation outcomes. This may include experience in the effective management of botanic gardens, public landscapes and/or high-quality horticultural displays, landscape planning and development.

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Position No. BGPA3136718	Level/Grade Level 8	Effective Date 5 January 2025

2. Demonstrated senior leadership and management experience including ability to motivate staff and develop effective teams, analytical and problem-solving skills, financial management, contract and project management skills.
3. Extensive knowledge of the Western Australian flora, its diversity, cultivation, habitat origins and display potential.
4. Advanced technical knowledge of horticultural principles and their application to amenity and nursery horticulture, including bio-security risk management and the ability to apply current scientific research to horticultural practice.

The following criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:


5. Qualifications in applied science degree, horticulture or a related discipline (Highly Desirable).
6. Ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience (**Desirable**).

Behaviour Expectations [Leadership Expectations](#) provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviour for this role is [Multiple Area Leader](#).

Other position-related information (only relevant ones will be populated)

Position Status - Permanent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No FTE: 1.0
National Police Check <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For more information refer to the department's guidelines on National Police checks .
Current WA Driver's Licence or equivalent (only specify yes if a drivers licence is required for appointment to the position) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Medical Assessment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Working with Children <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/
Allowance and Special Conditions <input type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input type="checkbox"/> Other (Please specify)

Certification

Verified by: Recruitment and Establishment Section
 Registered JDF
5 January 2026