



Position Description

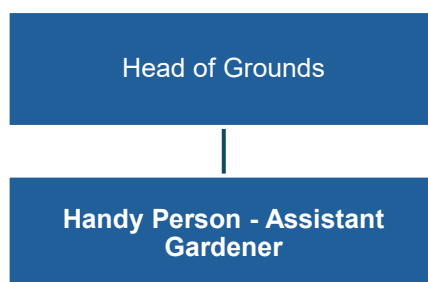
Position Title: Handy Person – Assistant Gardener	Classification: Handy Person Level 2 (HP2)
Faculty/School/Office: Office of Facilities Management	Date Position Classified/Updated: September 2026

Purpose of the Position:

This position will be responsible for undertaking gardening related activities and other general Facilities Management duties appropriate to the level of appointment and under minimal/routine supervision.

Reporting Relationship:

This position reports to the Head of Grounds:



Selection Criteria:

- Occupationally relevant Certificate I or II accreditation and / or a minimum 12 months practical experience in a similar role, specifically performing the duties of an Assistant Gardener.
- Skilled in the use of essential tools and equipment relevant to the role.
- Demonstrated ability to work effectively within a team environment, as well as independently with minimal supervision.
- Ability to manage workload efficiently, adhering to deadlines and adjusting priorities as needed.
- Competence in inspecting work areas, products and materials to ensure compliance with established standards and quality requirements.
- Familiarity with Workplace Health and Safety practices and protocols to ensure a safe working environment.

Desirable Criteria:

- Previous experience in a tertiary education environment.

Competency	Responsibility
Handy Person – Assistant Gardener	• Working under minimal/routine supervision and the direction of the Head of Grounds, the Assistant Gardener is responsible for general labouring, cleaning, maintenance, and repair tasks including the use of both manual and powered tools and equipment in relation to gardening and other general duties appropriate to the level of appointment as directed

	Actively engage in and complete all required practical and online training as required by Bond University.
Quality Assurance and Continuous Improvement	- Demonstrate an understanding of, and contributes to, quality assurance and continuous improvement activities relevant to the role. - Perform duties in alignment with the Bond University Strategic Plan, University policies, and established quality assurance and review processes.
Cultural Safety, Inclusion and Respect	- Demonstrate respect for diversity and contribute to a culturally safe, inclusive and discrimination free workplace. - Engage respectfully with staff, students and stakeholders from diverse cultural, linguistic and social backgrounds, including Aboriginal and Torres Strait Islander peoples. - Comply with University policies and applicable anti discrimination and workplace behaviour legislation. - Participate in relevant training or development activities that support cultural safety and inclusive practice.
Work Health and Safety Responsibilities	- Take reasonable care for own health and safety and that of others, in accordance with the Work Health and Safety Act 2011 (Qld). - Comply with University WHS policies, procedures and instructions, including those relating to psychosocial health and safety. - Promptly report hazards, incidents and risks to their manager or through established reporting mechanisms. - Where the role has supervisory or managerial responsibilities, ensure risks are assessed, appropriate controls are implemented, and workers are consulted in accordance with WHS legislation. - Complete mandatory and assigned WHS training. - Comply with return-to-work program requirements following injury/illness.

Note – the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.