



JOB DESCRIPTION

POSITION TITLE	Lead Gardener
LOCATION	Taradale Masonic Rest Home & Continuing Care Elmwood Memory Care Home & Hospital
REPORTS TO	Property and Resident Services Manager
DIRECT REPORTS	Nil
DATE	November 2025

OUR VALUES – What we hold most dear

Embrace life & living – people, community, culture, difference, with fun, humour & positive energy.

Accept & respect choice – with openness and sensitivity, of individuality and individual needs, because we are stronger together.

Act with a service heart – with aroha, care and kindness for our residents, their families, our communities and each other.

PURPOSE

The Lead Gardener is responsible for overseeing the maintenance, development, and enhancement of gardens and landscaped areas for NDMT's facilities. This role combines hands-on gardening with leadership responsibilities, ensuring high standards of horticultural care and sustainability practices. The Lead Gardener will support the team with delegation, guidance and work coordination ensuring that all work aligns with seasonal requirements, maintenance schedules and organisational goals.

KEY OBJECTIVES

- Provide expert knowledge on horticulture, including but not limited to plant care, soils and seasonal maintenance
- Create garden designs that are visually appealing and sustainable.
- Lead a small team of gardeners, allocating tasks, monitoring progress and providing additional training and support when necessary.
- Perform and supervise tasks such as planting, pruning, weeding, watering and fertilizing.
- Ensure gardens are healthy, aesthetically pleasing and well maintained all year-round.

- Ensure gardening tools and equipment in properly stored and maintained in good working order.
- Ensure compliance with health and safety standards and practices is maintained at all times.

KEY RESPONSIBILITIES

KEY TASKS	PERFORMANCE OUTCOMES
Gardening Maintenance	• Undertake regular garden maintenance activities in accordance with planned maintenance schedule and designated timeframes. • Complete other garden maintenance activities as directed by Property and Maintenance Manager including but not limited to pruning, weeding, mulching, fertilizing, and pest control. • Improve and maintain soil structure and fertility in lawns and gardens using compost. • Determine soil drainage requirements and appropriately developing and maintaining an irrigation system. • Using sprays and pesticides safely and in accordance with Grow Safe regulations. • Ensure that gardens and work areas are always left in a clean and tidy condition. • Ensure that urgent maintenance requests are completed as soon as practicable while day-to-day maintenance is attended to in a timely manner • Ensure that tasks are delegated appropriately so as not to exceed the scope and capabilities of the role or person. • Maintain proper and complete work records for work time activities. • Attend to any matter requiring special attention on an as needed basis or at the direction of the Property and Maintenance Manager, CEO, Clinical Services Manager and or their representatives. • Operate and maintain gardening tools and machinery safely • Gardens consistently meet approved design and presentation standards • Complete all seasonal planting and pruning schedules
Planning and Design	• Design garden concept plans for individual NDMT facilities and residential villages in accordance with project guidelines. • Ensure conceptual plans are aligned to brand and aesthetic guidelines. • Provide support and oversight to the gardening team to ensure approved design plan are executed accurately and to a high standard, within designated timeframes. • Assist with the selection and procurement of plants and materials for each garden project. • Develop and implement seasonal planting schedules. • Suggest improvements to garden design and sustainability initiatives. • Manage gardening supplies and equipment inventory.

Team Leadership	• Supervise and coordinate gardening staff and contractors. • Allocate tasks, monitor performance, and provide training as needed. • Guide other gardeners with new techniques or knowledge to encourage team input and engagement
Relationship Management	• Build and maintain professional and effective relationships with key internal and external people and contacts across all levels across the organisation e.g., staff, residents and their whānau, GPs, allied health professionals, contractors, suppliers, etc. to ensure effective communication and the smooth operations of the services NDMT provides.
Health and Safety	• Demonstrate a clear understanding of Health & Safety requirements including reporting of any identified safety hazards, near misses, incidents and accidents. • Demonstrate knowledge and understanding of NDMT emergency procedures including emergency evacuation procedures and civil defence emergency procedures (if applicable). • Support and adhere to all health and safety policies, procedures and systems that promote the health, safety and wellbeing of all people who work in, live in and access NDMT. • Ensure the appropriate use of Personal Protective Equipment (PPE) as required for specific tasks or work environments and ensure compliance with PPE protocols to maintain personal and team safety.
Cultural Awareness	• Participate in ongoing training and development provided to enhance knowledge and understanding of cultural awareness, ensuring respectful and inclusive practices that recognise and honor the diverse cultural backgrounds and preferences of all residents and colleagues. • Actively engage in and promote the principles of Te Tiriti o Waitangi in all interactions and decision-making processes. • Ensure all services provided to residents are spiritually and culturally appropriate by maintaining awareness of the principles of Te Tiriti o Waitangi, respecting tikanga Māori (Māori customs and protocols), and applying these cultural understandings in everyday interactions and professional settings. • Recognise the importance of the Pacific culture, language faith and family values and support NDMT to foster an inclusive environment by embracing and integrating Pacific Island cultural values, customs, and worldviews.
Professional Development	• Participate in all NDMT required training programmes. • Maintain up to date knowledge with relevant legislation, best practice activities, procedural and policy developments. • Maintain professional standards through self-development and attendance at appropriate courses.
Confidentiality	• Maintain strict confidentiality at all times including compliance with the Privacy Act 2020 and all related organisational policies.
General	• Treat all residents, their families/whānau, friends, representatives and staff with respect at all times. • Positively promote the reputation of the NDMT at all times. • Carry out any other additional duties as may be reasonably required from time to time.

PERSON SPECIFICATION

Qualifications

- Certificate or Diploma in Horticulture Level 4 (or equivalent experience).
- Proven experience in garden maintenance and landscaping.
- A current First Aid Certificate (not essential)

Skills, Experience and Attributes

- Proven experience in horticulture or landscaping, with leadership responsibilities.
- Strong knowledge of plant care, soil management, and pest control.
- Ability to read and interpret garden plans and schedules.
- Excellent organizational and communication skills.
- Physical stamina and ability to work outdoors in varying conditions.
- Relevant certifications in horticulture or landscaping (preferred).
- Patience and empathy with older people and their families.
- Ability to develop and maintain professional relationships with a broad range of internal and external stakeholders.
- Compassionate and caring manner.
- Passion for gardening and creating beautiful outdoor spaces.
- Attention to detail and pride in work quality.
- Ability to work independently and as part of a team.
- Respectful and empathetic approach to working in a retirement community
- Ability to perform manual tasks, including lifting, bending, and operating equipment.
- Comfortable working outdoors in varying weather conditions.