

SKILLS FRAMEWORK FOR LANDSCAPE SKILLS MAP - NURSERY MANAGER		
Sector	Landscape	
Track	Nursery	
Occupation	Nursery Professional	
Job Role	Nursery Manager	
Job Role Description	<p>The Nursery Manager leads the overall operations of a nursery. He/She is responsible for driving plant production and plant care operations by establishing processes, providing technical guidance and reviewing plant production performance. He provides horticultural expertise to guide plant propagation and plant care management to enhance nursery production requirements. He drives adherence to inventory management of plants and other products in the nursery by establishing systems and processes to improve operational efficiency in the nursery. He also ensure compliance to workplace safety and health practices and requirements. He leads business development to solicit new clients and retail sales activities and takes part in horticultural events to profile the nursery offerings. He also provides coaching to team members, manages the team's performance and operational budgets.</p> <p>He is an able leader and a people manager who is proficient in planning and organising the nursery operations to meet the organisation and business needs. He has excellent communication and networking skills and is able to align the interest of key stakeholders as well as a good motivator and coach to his internal teams.</p>	
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks
	Manage business development	<ul style="list-style-type: none"> Collaborate with the management team in the development of marketing collaterals for business development Participate in marketing presentations to potential clients, landscape designers and landscape contractors to showcase technical capabilities and experience Represent the organisation for networking purposes at conventions, seminars and other public forums Facilitate site visits for landscape development teams to showcase specimen and suitability of own facilities to support landscape projects
	Manage nursery operations	<ul style="list-style-type: none"> Source and negotiate contracts for land leases and procurement of plants for the nursery Develop plans and budgets for the nursery as per business requirements to ensure business objectives are met Establish measures to track operational progress and costs against established milestones and budgets Direct the allocation of manpower and other resources within the nursery Lead decisions to modify layouts and re-merchandise areas as per business requirements Direct the preparation and maintenance of records of plants, production, stock and inventory records and reports Establish guidelines for tagging and labelling of stock Review consolidated reports on stock and inventory levels to undertake procurement decisions if necessary
	Execute nursery production and plant care management	<ul style="list-style-type: none"> Establish optimal and innovative plant growing practices, including soil and media recommendations based on plant physiology Establish horticultural production systems to meet specific requirements of plant production based on demand patterns and orders Review production and quality metrics to evaluate plant production performance Develop integrated plant care programmes to ensure maintenance of plant health and optimal yield from nursery stock Review the effectiveness of plant care programmes and activities for the nursery Deploy measures to improve plant care activities to enhance the quality of plants being grown at the nursery Resolve technical and horticultural issues and challenges in plant care management
	Manage nursery sales activities	<ul style="list-style-type: none"> Lead awareness of plant, home and garden trends to provide horticultural information to team to enable them to interact effectively with customers Facilitate the selection of plants for clients in accordance with requirements Build strong relationships and networks with key buyers of horticultural products and services Organise the development of displays to showcase plants in the nursery, as well as external exhibitions, shows and sales events
	Manage safety of landscape operations	<ul style="list-style-type: none"> Develop workplace safety and health (WSH) policies and procedures that adhere to legal standards Manage the implications of legislative requirements on industry management and work practices Review the storage of chemical and biological control agent supplies to ensure proper handling and management

		Create processes to inspect on the working conditions of facilities, tools and equipment		
	Manage organisational development	Communicate common goals, direction and accountability among staff		
		Develop staff through capability development and coaching		
		Implement effective performance management practices within department in accordance with company policies and procedures		
		Monitor budgets, forecasting, work allocations and staffing of the various departments		
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Automation of Landscape Operations	Level 4, Level 5	Leadership	Advanced
	Budgeting	Level 4	Problem Solving	Advanced
	Business Development	Level 4	Decision Making	Advanced
	Contract Preparation, Evaluation, Negotiation and Tendering	Level 5	Communication	Advanced
	Display Creation and Management	Level 4	Managing Diversity	Advanced
	Environment Management in Landscape Operations	Level 4		
	Flower Arrangement	Level 4		
	Flower Harvesting and Handling	Level 4		
	Hazards and Risk Control, and Policy Management	Level 4		
	Horticultural Chemical Usage	Level 4		
	Horticultural Maintenance Programme	Level 4		
	Incident and Accident Investigation	Level 4		
	Innovation Management	Level 4		
	Inventory Control	Level 4		
	Landscape Irrigation Management	Level 4, Level 5		
	Landscape Tools, Equipment and Machinery Management	Level 4		
	Learning and Development	Level 4		
	Merchandise Buying	Level 4		
	Nursery Operations Management	Level 4, Level 5		
	Plant Health Management and Disease Control	Level 4, Level 5		
	Plant Identification	Level 4		
	Plant Propagation and Production	Level 4		
	Plant Selection for Landscape Development	Level 4		
	Soil and Media Assessment and Remediation	Level 4		
	Stakeholder Management	Level 3, Level 4		
	Strategy Planning	Level 4		
	Vendor Management	Level 3, Level 4		
	Workflow Digitalisation	Level 4		
	Workplace Safety and Health Policy Development	Level 4, Level 5		
Programme Listing	For a list of Training Programmes available for the Landscape sector, please visit: www.skillsfuture.sg/skills-framework/landscape			

The information contained in this document serves as a guide.