

**SKILLS FRAMEWORK FOR TOURISM  
SKILLS MAP - ASSISTANT HORTICULTURIST**

<b>Sector</b>	Tourism	
<b>Sub-Sector</b>	Attractions	
<b>Track</b>	Attractions Management and Operations	
<b>Occupation</b>	Horticulturist Executive	
<b>Job Role</b>	<b>Assistant Horticulturist</b>	
<b>Job Role Description</b>	<p>The Assistant Horticulturist assists in the care and cultivation of flora within the organisation/attractions sites. He/She assists in the maintenance of plant collections within the attractions sites. He also assists in conducting presentations to visitors concerning the plant life within the attractions sites and promotes the conservation of flora.</p> <p>Meticulous and pro-active, he cares for the plants that fall within his areas of responsibility. He also leverages his strong observation skills to report on the health and characteristics of the plant life under his care, and is able to work well either independently or under direction.</p> <p>He works on a rota to cover all periods including weekends and public holidays and also be on an on-call rota. He also performs physical labour. He often stays outdoors for long periods of time even through inclement weather, and may need a driving licence if he is working in a large park.</p>	
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>	<b>Key Tasks</b>
	Perform botanical care	Perform plant care and transportation procedures and processes
		Maintain plant records
		Assist in the application of pesticides, biological controls and fertilisers as needed
		Assist in monitoring of environmental conditions required for plant health
		Assist in maintenance of horticulture tools and equipment
		Perform nursery management
	Design landscapes	Assist in developing landscaping plans
		Assist in construction of landscapes
		Assist in performing plant installations
	Perform plant curation	Assist in providing taxonomical information on displayed plants
		Assist in plant labelling and tagging
		Maintain plant inventory
		Assist in plant selection for seasonal displays
	Manage horticultural tours	Coordinate collaboration efforts with content and experience development department
		Assist in leading horticultural tours
		Solicit visitor feedback
		Coordinate tour volunteer engagement
		Coordinate movement and activities of volunteers
	Manage departmental operations	Provide on-the-job training to peers

		Assist in executing emergency protocols for horticulturists			
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)		
	Accident and Incident Response Management	Level 2	Interpersonal Skills	Intermediate	
	Attractions Guest Relations Management	Level 1	Leadership	Basic	
	Attractions Programme Development	Level 2	Managing Diversity	Basic	
	Business Continuity Planning	Level 2	Teamwork	Basic	
	Content Writing and Editing	Level 2	Communication	Basic	
	Crowd Control and Planning	Level 2			
	Horticulture Management	Level 2			
	Knowledge Management	Level 2			
	Learning and Development	Level 2			
	Risk Management and Administration	Level 2			
	Service Excellence	Level 2			
	Stakeholder Management	Level 2			
	Strategy Implementation	Level 2			
	Technology Application	Level 2			
	Technology Scanning	Level 2			
Volunteer Management	Level 1				
Workplace Safety and Health Performance Management	Level 2				
Programme Listing	For a list of Training Programmes available for the Tourism sector, please visit <a href="http://www.skillsfuture.sg/skills-framework/tourism">www.skillsfuture.sg/skills-framework/tourism</a>				

The information contained in this document serves as a guide.