

Job Description

Management Grouping: Place

Team: Leisure, Parks and Open Spaces

Post Title: Experienced Gardener

Reporting to: Head Gardener

Main purpose of the job:

To assist in the high level of maintenance in the award-winning gardens at Hall Place

Major Duties and Responsibilities:

- To assist garden team in all aspects of maintaining the grounds, this will include physical labour
- You will be required to work occasionally on your own, and use your initiative. You will also be required to work with other staff members and lead a volunteer team.
- To participate in ground preparation for events held within the grounds, which will involve some weekend duties.
- Use of machinery including tractor, ride on mower, pedestrian mowing, strimming grass areas and general lawn care. Instruction will be provided if required.
- Gardening duties will include all aspects of amenity horticulture and on occasion may require you to assist in the greenhouses and carry out weekend duties, and occasional evening close down duty.
- Safeguarding the public by maintaining health and safety procedures
- You will be required to work in all weathers and be provided with safety and weatherproof clothing, including boots.
- To assist and answer any general enquiries made by the visiting public.
- To undertake or contribute to projects or tasks that will enable our services to be delivered as effectively and efficiently as possible, and to undertake any other duties which may be required from time to time.
- To ensure your work at all times contributes and enhances our Aims and Objectives.

Responsibilities

- During working hours, you will report to the Head Gardener or Deputy Head Gardener depending where and who you are working for at the time.
- You will be responsible for maintaining the gardens to a high standard of workmanship and be responsible for keeping the machinery in good order, including general daily maintenance of the equipment. All breakdowns are to be reported at once to the Head Gardener
- You will assist and be responsible for maintaining health and safety measures both within the gardens and the nursery yard. Including the Health and Safety of other staff and visit

- You will be issued with a uniform. You will be expected to wear this uniform during working hours. You will also be responsible for the care and appearance of these garments and will be accountable for their loss or damage
- You will be expected to be polite and courteous to all other staff and visitors to the gardens
- At the time of employment you will be required to provide a P45 or complete an Inland Revenue P46 form if you have no other employment

Job Activities:

- To undertake daily duties that assist in the maintaining of horticultural excellence at Hall Place
- Be able to adapt to the changes of the site and manage activities around the public on a daily basis
- Be able to operate machinery in a safe and efficient manner with a consideration to the visitors of the site
- Be able to undertake evening lockdown duties as part of the daily routine, ensuring all the public have safely vacated the site in a timely manner
- Work professionally and efficiently with contractors on site and under the management of senior staff
- Assisting the Head and deputy Head in their duties in maintaining a safe and friendly environment, working actively with volunteers and communicating with the public while doing daily duties
- Being up to date with relevant health and safety regulations and COSHH requirements and or attend training where needed.

Person Specification

Management Group: Place

Department/Section: Leisure, Parks & Open Spaces

Job Title: Experienced Gardener- Hall Place

SELECTION CRITERIA	ESSENTIAL/ DESIRABLE (E/D)	METHOD OF ASSESSMENT (see key)
(a) <u>Education & Formal Training</u> A standard education such as; GCSE in English and Maths, NVQ or Literacy and Numeracy equivalent. Good garden knowledge and a willingness to learn and can-do attitude. Ideally hold PA1 & PA6 application of pesticides	 E E	 A A/I
(b) <u>Relevant Technical Experience & Knowledge</u> Gardening or Horticulture qualifications Basic gardens and horticultural knowledge	 D D	 A A/I
(b) <u>Relevant Skills & Abilities</u> Ability to work on own initiative Good communication and customer service skills Good knowledge of horticultural practices Basic IT Skills c) <u>Other Additional Requirements</u> Availability to work at weekends and Bank Holidays Full driving license	 E E E E E D	 A/I A/I A/I A/I A/I A/I

KEY:

A = Application Form I = Interview

Applicants will be assessed against these criteria and the following high performance indicators throughout the recruitment process.

High Performance Indicators

Values	Behaviours for staff	Behaviours for managers
Innovation	<p>I respond flexibly and adapt to changing demands</p> <p>I am prepared to take managed risks to achieve better outcomes</p> <p>I ask 'What if...?' to develop fresh thinking and innovative approaches to generate and implement solutions to improve performance and challenge the status quo</p>	<p>I routinely look for innovative and cost-effective ways to improve performance and customer service</p> <p>I champion change and deal successfully with ambiguity, enabling people to see positive and exciting possibilities for the future</p> <p>I take calculated risks based on available evidence and my professional judgement to learn and try new things</p>
Leadership	<p>I demonstrate a clear sense of purpose and direction, in line with organisational objectives</p> <p>I am willing to take difficult decisions</p> <p>My personal actions promote a positive image of Bexley</p>	<p>I take responsibility for my service and for making things happen to make a difference to my service users</p> <p>I create an environment where staff can thrive and show I value and trust staff, give praise and recognise good work</p> <p>I inspire, lead and encourage staff to move forward</p>
Collaboration	<p>I show respect for others and value contributions from internal and external partners and customers</p> <p>I recognise the right solution, regardless of who initiated it</p> <p>I seek out and work with partners who can help me achieve the outcomes and objectives I need to deliver</p>	<p>I encourage the feeling that the team is a collective unit with shared goals</p> <p>I engage with service partners and other areas of the Bexley organisation to understand the demands on others and seek solutions as One Council</p> <p>I network internally and externally</p>
Listening and Responding	<p>I acknowledge other people's viewpoints and work with them to find a win-win solution</p> <p>I prepare and present information anticipating questions and problems</p> <p>I adapt my style to the audience and their needs, using the most appropriate communication channels</p>	<p>I seek regular service user feedback and review customer data to shape service improvements</p> <p>I ask staff for ideas on how to improve our service and how I can improve as a manager, listen to them and act on them</p> <p>I empower staff to make decisions and changes to improve value for money, customer service and productivity</p>

Open and Accessible	<p>I see issues from the customer / user perspective</p> <p>I monitor customer feedback and level of satisfaction with the service they receive, and use this to improve and pre-empt customer needs</p> <p>I seek to build and maintain positive relationships with customers and partners</p>	<p>I am accessible to my service users, customers, staff and Members</p> <p>I communicate and share a clear vision for the bigger picture as well as specific service areas</p> <p>I outline what is expected of individuals and their contribution to the whole, and am consistent in my expectations</p>
Impact	<p>I prioritise my activities and resources to focus on those which have the most impact for residents</p> <p>I take responsibility for making things happen and achieving my objectives</p> <p>I make decisions and clear recommendations based on my professional opinion and experience, informed by a range of information and evidence</p>	<p>I design services that provide value for money and deliver our outcomes, informed by evidence</p> <p>I produce, prioritise and adapt plans to meet changing requirements</p> <p>I set interim goals to achieve notable wins on the way to larger objectives</p> <p>I deal with poor performance</p>