

JOB DESCRIPTION

SPECIFIC JOB	SENIOR HORTICULTURIST
GENERIC ROLE	SCIENTIFIC TECHNICIAN
LEVEL/GRADE	C
JOB FAMILY	SCIENCE CAPABILITIES
CONTRACT	3-year fixed term
HOURS	37 hours per week
REPORTS TO	Head of HCE
DEPARTMENT	Horticultural and Controlled Environments
LOCATION	Harpenden
DATE	December 2023

OVERVIEW OF ROLE/JOB PURPOSE

Based on a one team approach and a theme of continuous improvement, the Senior Horticulturist forms part of a diverse team, providing outstanding scientific horticultural support for researchers using the Institutes glasshouse and controlled environment facilities. The role holder will work flexibly with other team members, managing and prioritising the workload as required.

Working closely with the Head of Section, the role holder will manage the day-to-day running of the facilities and associated paperwork which includes the writing and revision of departments SOPs, Risk Assessments and protocols as necessary, manage the teams daily work priorities; support, train and mentor the team to ensure horticultural service delivered to our customers is of excellent quality, knowledge is shared, and role succession is enabled.

The post-holder is responsible for the line management of 4 team members.

The role holder is expected to carry out the duties listed below, and any other duties reasonably required by the line manager or Institute, commensurate with the grade and level of responsibility for this post.

MAIN DUTIES OF ROLE

Generic Outputs	Weighting	Description of Outputs	Description of Job Specific Duties
SCIENTIFIC SUPPORT TO PROJECTS/ RESEARCH GROUPS OR SERVICE USERS	50%	Design of methods / software / models / experiments and preparation and testing of data	<ul style="list-style-type: none"> Leads on ensuring plants have a good start, maintains and practices high levels of cleanliness in all glasshouse and controlled environment support areas and experimental facilities, ensuring all areas are tidy, spotlessly clean, and well-stocked with necessary consumables. In collaboration with Technical Horticulturist, ensures that all growth facilities in use are maintaining their pre-set parameters, interrogating, and operating the control systems as required, reporting faults to Facilities ensuring that these are fixed as soon as possible. Working with Head of Section and Technical Horticulturist, use established procedures to allocate plant growth and insect space ensuring all actions required e.g., environmental set-up, lighting needs, irrigation, pest and disease measures, experimental set-up and necessary paperwork have been completed before start date.

			<ul style="list-style-type: none"> • Ensure complete records e.g., sowing lists, booking start and end dates for facility use, weekend watering rota and instructions are updated regularly with accuracy. • Using established protocols and SOPs, assists team with all horticultural, pest and disease management, facility cleaning and facility set-up activities, (Glasshouse, Insectary and CE), washing-up, plant and waste disposal including operation of autoclaves , consumable and growing medium re-stocking tasks as required by line manager. • Waters research plant material daily and monitors own watering technique and that of wider team to ensure quality standards are met consistently. • Monitors and manages plant pest and disease applying biocontrol and pesticides as required, liaising with user community if action is required, updates records, and ensures that pesticides applied are appropriate. • Provides occasional specific scientific support for individual plant trials which may include measurements, processing trial, analysing and presentation of data generated. <ul style="list-style-type: none"> • Provides occasional rota-based weekend and national holiday plant watering service to research community as required by the Institute.
FINANCE AND RESOURCE MANAGEMENT	10%	Stock control and ordering within predetermined budgetary constraints	<ul style="list-style-type: none"> • Ensure relevant protocols/standard operating procedures/risk assessments are followed by team, reviewed, and kept up to date. • Ensure all facilities are consistently clean, plant growth chambers and glasshouse compartments are ready for use. • Ensure team and user community follow relevant SOPs and protocols used. • To ensure accuracy and a high level of care is taken by role holder and wider team when sowing, potting and other horticultural and cleaning activities are carried out. • Following established procedures ensure that all machinery, equipment, and technology in work area is stored correctly and securely, hazardous substances are handled, stored, and disposed of safely. • Diagnose and rectify faults/problems with facilities, equipment, systems, and procedures alerting other authorities that faults require attention. • Monitor level of horticultural stocks and stores, re-ordering within predetermined budgetary constraints and procedures. • To provide relevant skills training for new and current members of the team
WORKING WITH	15%	Customer relations and	

		interactions with others	<ul style="list-style-type: none"> To assist Head of Section with daily management of team ensuring work priorities are established, schedules agreed, delegated, and implemented in a timely manner to the high standards of quality required by the Institute. To assist Head of section and Technical Horticulturalist with Glasshouse and CE technical set-up, fault-finding, and implementation of solutions. Manage team schedule in accordance with short-, medium- and long-term priorities of the department. Liaise with research community as to their experimental needs, advising/demonstrating horticultural techniques and solving any horticultural/facility issues which might impact their trial. Advise and assist colleagues, students and external contacts in the development, design, preparation, construction, assembly and application of equipment or systems, the setting up of experiments and/or deployment of particular techniques. Liaise with external collaborators or other employees / technical groups across the Institute to coordinate and share knowledge. To provide relevant skills training for new and current members of the team. Attend project/team meetings where appropriate.
LEADERSHIP AND MANAGEMENT OF STAFF AND/OR OF A SCIENTIFIC SERVICE OR FACILITY	15%	Supervising and developing more junior staff and taking responsibility for quality of work within the workshop/laboratory/ work environment	<ul style="list-style-type: none"> Supervise a small team of glasshouse staff, allocating and prioritising their work including all people processes to institute required standards. Liaise with colleagues to ensure that the service provided meets expectations and take action to improve quality of service where required. Assist with induction and/or training of new colleagues. Supervise visiting workers and work experience students assisting them with their project/area of work. To formally introduce via the departments `Induction process` those colleagues who wish to use the departments growing facilities.
KNOWLEDGE EXCHANGE, COMMERCIALISATION AND OUTREACH	3%	Promoting the work of the Institute and/or that of the role-holder	<ul style="list-style-type: none"> When applicable assists with the presentation of research to end-users. Participate in public engagement activities as required by the Head of Department and their deputy,
CONTINUING PROFESSIONAL DEVELOPMENT	5%	Identification and actioning of learning objectives and the opportunities and resources	<ul style="list-style-type: none"> Shares knowledge in a supportive way with less experienced individuals. Seek opportunities for self-development in normal day-to-day work as well as through agreed development objectives.

		available to achieve these	
Competencies		Stage 1	• See Appendix

PERSON SPECIFICATION AND SHORTLISTING CRITERIA*

SPECIFIC JOB TITLE	SENIOR HORTICULTURIST			
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REPORTS TO	Head of HCE			
DEPARTMENT	Horticultural and Controlled Environment Services			
LOCATION	Harpenden			
EDUCATION/QUALIFICATIONS		Essential	Desirable	How Tested? **
1.	Horticultural/Agricultural degree or equivalent professional qualification, or equivalent vocational experience in a relevant academic/research or commercial setting	<input type="checkbox"/>		
2.	PA1, PA6 UK Pesticide Application Certification		<input type="checkbox"/>	
3.	Forklift, Bobcat, (a small tractor) qualification or experience		<input type="checkbox"/>	
EXPERIENCE/KNOWLEDGE/SKILLS		Essential	Desirable	How Tested? **
1.	At least 3 years previous experience working in a relevant horticultural/agricultural research or commercial setting.	<input type="checkbox"/>		
2.	Possess well-developed and proven horticultural skills and has demonstrable plant watering expertise.	<input type="checkbox"/>		
3.	Has an extensive knowledge to raise a large range of plant species which includes temperate and equatorial agricultural crops (wheat, oats, barley, maize, sorghum etc.), vegetable, fruit, and salad crops and trees	<input type="checkbox"/>		
4.	An excellent and demonstrable working knowledge is required to diagnose and solve plant pest, disease, and viral problems as they arise particularly those related to agricultural crops e.g., wheat, barley, rice, OSR-brassicas. Ideal candidate would also have a PA1 and PA6 pesticide licence.	<input type="checkbox"/>		
5.	Practical experience dealing with horticultural technical and infrastructure problems e.g., management of plant growth trials, fabrication and management of equipment including irrigation systems.	<input type="checkbox"/>		

5.	At least 2/3 years' experience working with a range of colleagues, including senior managers, researchers and maintenance engineers in the management of a departments long-term and short-term work priorities.	<input type="checkbox"/>		
6.	Demonstrable experience of managing a small team and their work priorities.	<input type="checkbox"/>		
7.	Has demonstrable good time management, prioritisation, and multi-tasking abilities.	<input type="checkbox"/>		
8.	Competent in carrying out a range of activities using specialist technical systems and/or standard software packages e.g., MS Office applications.	<input type="checkbox"/>		
7.	Proven ability to use electronic, manual, and computerised controls in a glasshouse and controlled environment situation and, recognise associated faults.		<input type="checkbox"/>	
8.	A well-developed understanding of health and safety policies, procedures, and quality control methods.	<input type="checkbox"/>		
9.	Experience of assisting or being directly involved with the planning and design of experimental projects.		<input type="checkbox"/>	
10	Ability to address non-routine work issues and refer them accordingly	<input type="checkbox"/>		
11	Fully competent in carrying out a range of activities using specialist technical systems and/or standard software packages (e.g., MS Office, email, internet)	<input type="checkbox"/>		
BEHAVIOURS/COMPETENCIES				How Tested? **
1.	Drive for Quality: Is motivated and committed to doing their job to the best of their ability ensuring plant material is healthy, the growing environment and service areas are clean, tidy, and well-stocked.			
2.	Strategic Thinking: Aligns actions with wider goals and models of the department and Institute demonstrating good time management, prioritisation of daily actions.			
3.	Creativity and Innovation: Accepts and adapts to change; makes connections and encourages a creative environment.			
4.	Developing Self and Others: Identifies learning and development needs of self and team.			
5.	Professional Conduct: Is professional and demonstrates honesty and respect at all times.			
6.	Productive Relationships: Cooperates with and supports colleagues			
7.	Effective Communication: Listens and communicates clearly to others			
GENUINE OCCUPATIONAL REQUIREMENTS		Essential	Desirable	How Tested? **
1.	Ability to complete physically demanding tasks	<input type="checkbox"/>		
2.	Has ability to work of heights up to 3-m (aids provided)	<input type="checkbox"/>		

3.	Has ability to lift weights of 5-10 kg	<input type="checkbox"/>		
4.	Work occasional weekends and during periods of site closure e.g., bank holidays, Easter, and Christmas	<input type="checkbox"/>		
5.	UK driving licence		<input type="checkbox"/>	