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| **JOB DESCRIPTION** |

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| **SPECIFIC JOB TITLE** | GENERAL GLASSHOUSE HORTICULTURIST |
| **LEVEL/BAND** | SCIENTIFIC ASSISTANT II |
| **JOB FAMILY** | B |
| **GENERIC ROLE TITLE** | SCIENCE CAPABILITIES |
| **CONTRACT TYPE** | 3 YEARS |
| **HOURS** | 37 HOURS PER WEEK |
| **REPORTS TO** | HORTICULTURE TEAM LEADER |
| **DEPARTMENT** | OPERATIONS |
| **LOCATION** | HARPENDEN |
| **DATE** | May 2024 |

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| **OVERVIEW OF ROLE/JOB PURPOSE** |
| The post of Glasshouse Assistant is part of a diverse H&CE team that is providing horticultural support for researchers using glasshouse and controlled environment facilities at Rothamsted Research.  The role will provide outstanding scientific support to the scientific community we serve, based on a one team approach and a theme of continuous improvement. The role will work flexibly with other team members managing and prioritising the workload as required. 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.  The role holder reports to the horticulture team leader, working within a small team. |
| **MAIN DUTIES OF ROLE** |

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| **Generic Outputs** | **Weighting** | **Description of Outputs** | **Description of Job Specific Outputs** |
| **SCIENTIFIC SUPPORT TO PROJECTS/ RESEARCH GROUPS OR SERVICE USERS** | 70% | Provision of an effective technical service for colleagues | * To ensure plants have a good start; maintains and practices high levels of cleanliness in all header and support service areas, glasshouse compartments, controlled environment plant growth chambers and insectary, ensuring all facilities are clean, tidy and stocked with consumables. * Daily watering of research plant material. * Cleans plant growth and insect facilities and associated areas. * Assists team as required with horticultural tasks e.g., sows seed, pots, labels, transports, stakes, deleafs, bags plants, mixes and applies nutrients as requested, separates and disposes of waste materials as per SOPs, methods and protocols. * Harvests and threshes seed at line managers direction providing users with clean seeds where requested. * Accurately records work done and inputs data into relevant databases and “working” hard copies. * Identifies pests and diseases, application of biocontrol and pesticide sprays when applicable * Washing up, recycling and storing of horticultural sundries. * As required helps team to carry out minor repairs, set up compartments and growth chambers for use, constructs and cleans irrigation systems. * Provides occasional rota-based weekend and national plant watering cover to the user community. |
| **FINANCE AND RESOURCE MANAGEMENT** | 10% | Stock and equipment maintenance | * Follows relevant protocol, methods and safe working practices to ensure standards and quality of work is maintained. * Maintains levels of consumable items, (e.g. pots, seed trays, compost supply etc.) * Collects parcels and orders from stores. * Operates the forklift and bobcat as requested collecting soil and moving large objects around the site * Operate departments autoclaves disposing of waste as per SOPs |
| **WORKING WITH OTHERS** | 15% | Customer relations and interactions with others | * Liaise with colleagues to ensure that the service provided meets expectations and acts to improve the quality of service where required. * Informs colleagues and users of the need to apply biological controls and chemical control for pest and disease management. * Discusses watering and horticultural requirements with colleagues and customers. |
| **CONTINUING PROFESSIONAL DEVELOPMENT** | 5% | Identification of individual development needs and acquisition of professional and practical skills | * Seeks opportunities for self-development in normal day-to-day work as well as * Attends formal training courses to further qualifications related to the discipline. |

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| **PERSON SPECIFICATION AND SHORTLISTING CRITERIA\*** |

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| **SPECIFIC JOB TITLE** | GENERAL Horticulturist |
| **LEVEL/BAND** | B |
| **JOB FAMILY** | SCIENCE CAPABILITIES |
| **CONTRACT TYPE** | 3-YEARS |
| **HOURS** | 37 |
| **REPORTS TO** | LEAD HORTICULTURALIST |
| **DEPARTMENT** | HORTICULTURE AND CONTROLLED ENVIRONMENTS |
| **LOCATION** | HARPENDEN, (Glasshouse, Controlled Environments and Insectary) |

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| **EDUCATION/QUALIFICATIONS** | Essential | Desirable | How Tested?\*\* |

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| 1. | 2 A/AS-Level including Maths, English and Science, (or other relevant NVQ L3 qualification). | P |  | AF |
| 2. | Horticultural qualification RHS L2/L3, or similar or relevant vocational experience |  | P | AF |
| 3. | PA1, PA6 |  | P | AF |

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| **EXPERIENCE/KNOWLEDGE/SKILLS** | Essential | Desirable | How Tested?\*\* |

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| 1 | Previous working experience, in a relevant role | P |  | AF/IV |
| 2 | Demonstrated horticultural knowledge and skills e.g. watering plant material, sowing,potting and cleaning routines. | P |  | AF/IV |
| 3 | Cleaning experience in a research, medical or industrial establishment would be an advantage. |  | P | AF/IV |
| 4 | Ability or familiarity with glasshouse control systems would be advantage although training would be given |  | P | AF/IV |
| 5 | Familiarity with glasshouse pest and diseases. |  | P | AF/IV |
| 6 | Experience of using spraying equipment to apply pesticides safely. |  | P | AF/IV |
| 7 | Demonstrated good time management, prioritisation and multi-tasking. | P |  | AF/IV |
| 8 | Demonstrated team working abilities. | P |  | AF/IV |
| 9 | Demonstrated ability to work independently for large amounts of time. | P |  | AF/IV |
| 10 | Demonstrated examples of attention to detail | P |  | AF/IV |
| 11 | Ability to use standard software packages: Word, Excel etc. | P |  | IV |
| 12 | Forklift and/or Bob Cat experience would be advantage although training will be given. |  | P | AF/IV |
| 13 | Able to demonstrate a working knowledge of relevant health and safety policy and working practice procedures, e.g. lifting, carrying, lone working and task activities. | P |  | IV |

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| **BEHAVIOURS/COMPETENCIES** | How Tested?\*\* |

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| 1. | **Drive for Quality**: Is motivated and committed to doing their job to the best of their ability ensuring plant material is healthy and growing environment and HCES general areas are clean and tidy. | IV |
| 2. | **Strategic Thinking**: Aligns actions with wider goals and models demonstrating good time management, prioritisation of daily actions | AF/IV |
| 3. | **Creativity and Innovation**: Accepts and adapts to change; makes connections and encourages a creative environment | AF/IV |
| 4. | **Developing Self and Others**: Identifies learning and development needs | AF/IV |
| 5. | **Professional Conduct**: Demonstrates honesty and respect | AF/IV |
| 6. | **Productive Relationships**: Cooperates with and supports colleagues | AF/IV |
| 7. | **Effective Communication**: Listens and communicates clearly to others | AF/IV |

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| **GENUINE OCCUPATIONAL REQUIREMENTS** | Essential | Desirable | How Tested?\* |

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| 1. | Ability to work at heights, (3 m). | P |  | AF/IV |
| 2. | Ability to lift weights of 5-10 kg. | P |  | AF/IV |
| 3 | Physical fitness. | P |  | AF/IV |
| 4. | Flexibility to work occasional at weekends and during site closure. | P |  | AF/IV |
| 5. |  |  |  |  |