

JOB DESCRIPTION

SPECIFIC JOB TITLE	Gardener/Groundsperson
LEVEL/BAND	C
JOB FAMILY	OPERATIONAL SERVICES
GENERIC ROLE TITLE	Operational Technician
CONTRACT TYPE	Fixed term
HOURS	37 hours per week, Monday to Friday
REPORTS TO	Head Gardener
DEPARTMENT	Estates, Facilities and Scientific Support
LOCATION	Harpenden, Hertfordshire
DATE	November 2022

OVERVIEW OF ROLE/JOB PURPOSE

As part of the on-site gardens team, the Gardener/Groundsperson will support with the maintenance, improvement and restoration of the varied landscaping, gardens and woodland at Rothamsted Research campus, Rothamsted Manor and tenant properties.

Passion and enthusiasm are key aspects of the role. Gardening support is required across the site from mowing our fine lawns to propagating new plants in the polytunnel. Our expectation is that the candidate will be confident to carry out general tasks expected of a Gardener/Groundsperson.

The role holder will support the Head Gardener with day to day activities of the team, planning future projects and developing new areas and plantings.

MAIN DUTIES OF ROLE

Generic Outputs	Weighting	Description of Outputs	Description of Job Specific Outputs
OPERATIONAL SERVICE DELIVERY	70%	Working to schedules, prioritising tasks, using initiative to assess best course of action, solving routine problems, and keeping up-to-date records	<ul style="list-style-type: none"> Contribute and take ownership in own area in relation to Health and safety requirements. Maintenance of lawns and grassed areas using ride on lawn mowers, petrol hand mowers, strimmers and edging tools. Renovation, design and maintenance of a range of gardens to a high standard, including mixed/herbaceous borders, rose arch, woodland gardens. Maintenance of hedges and trees including topiary on site using chainsaws, hedge cutters, pruners, ensuring high standards. Propagation of a range of plants for new planting schemes. Application of herbicides, pesticides and fertilisers.
FINANCE AND RESOURCE MANAGEMENT	10%	Stock control and ordering within pre-determined budgetary constraints	<ul style="list-style-type: none"> Daily machinery checks ensuring your equipment is safe for use. Discuss stock orders with line manager and ensuring equipment is ready to be used when needed, with adequate stocks available. Identify equipment needs to help determine horticultural budgets, expenditure and priorities. Obtain quotes for equipment, consumables and goods.

<p>WORKING WITH OTHERS</p>	<p>10%</p>	<p>Responding appropriately to work instructions, exchanging of information and supporting others</p>	<ul style="list-style-type: none"> • Developing good working relationship with Head Gardener, garden team and wider farm team by using effective communications. • Engaging with members of the public to promote Rothamsted Manor. • Liaise with Tenants, Staff, Facilities, Farms and neighbours whilst carrying out daily duties in a pleasant and professional manner
<p>LEADERSHIP AND MANAGEMENT OF STAFF AND/OR OF AN OPERATIONAL SERVICE OR FACILITY</p>	<p>5%</p>	<p>Supervising and developing more junior employees and/or ensuring service and safety standards within the team/work unit are consistently met</p>	<ul style="list-style-type: none"> • Lead on garden activities, events, tours. • Supervising staff, volunteers and trainees ensuring best practice and high standards are maintained.
<p>CONTINUING PROFESSIONAL DEVELOPMENT</p>	<p>5%</p>	<p>Identification and actioning of learning objectives and the opportunities and resources available to achieve these</p>	<ul style="list-style-type: none"> • Develop your personal skills within the team – develop areas of responsibility and specialist knowledge with your line managers support • Share ideas with your line manager to enhance your working environment and increase efficiency of the whole team.

PERSON SPECIFICATION AND SHORTLISTING CRITERIA*				
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JOB FAMILY	OPERATIONAL SERVICES			
CONTRACT TYPE	Fixed term			
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REPORTS TO	Head Gardener			
DEPARTMENT	EFSS			
LOCATION	Harpenden			
EDUCATION/QUALIFICATIONS		Essential	Desirable	How Tested? **
1.	GCSEs and/or equivalent with an industry-recognised qualification at either Level 2 or 3 (e.g. NVQ/BTEC)	x		AF/I
2.	RHS Level 2/3 or equivalent		x	AF/I
3.	Certificate in pest/weed control - A1/PA 6		x	AF/I
EXPERIENCE/KNOWLEDGE/SKILLS		Essential	Desirable	How Tested? **
1.	Excellent knowledge of plants and propagation	x		AF/I
2.	Well-developed understanding of relevant health and safety policy and procedures		x	AF/I
3.	Competent in use of machinery and equipment, as well as maintenance of these, including tractor and trailer, pedestrian mowers, hedge trimmers, strimmers and chainsaw.	x		AF/I
4.	Experience of working at historic gardens ideally open to the public and able to understand garden history and conservation management plans.	x		AF/I
5.	Experience working in garden restoration projects. Restoration of formal/historic gardens sympathetically	x		AF/I
6.	Experience of supervision of teams of volunteers/trainees/staff		x	AF/I
BEHAVIOURS/COMPETENCIES				How Tested? **
1.	Drive for Quality: Is motivated and committed to doing their job to the best of their ability			I
2.	Strategic Thinking: Aligns actions with wider goals and models			I
3.	Creativity and Innovation: Accepts and adapts to change; makes connections and encourages a creative environment			I
4.	Developing Self and Others: Identifies learning and development needs			I
5.	Professional Conduct: Demonstrates honesty and respect			I

* Minimum requirements of the post and how they will be assessed

** Evidence of criteria will be established from: **AF** (application form), **IV** (interview), **Test** (skills test/prepared question/presentation), **Cert** (certificated checked by interview panel)

6.	Productive Relationships: Cooperates with and supports colleagues			I
7.	Effective Communication: Listens and communicates clearly to others			I
GENUINE OCCUPATIONAL REQUIREMENTS		Essential	Desirable	How Tested?*
1.	Full UK Driving License	x		
2.	Able to meet physical and manual demands of the role including working outside, working at height, lifting, carrying, using mechanical equipment in all weather.	x		