



December 2018

Thank you for your interest in the post of Head Gardener. Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter, including your current salary/salary expectations, by e-mail to Katharine Osborne, Head of Human Resources:

Email: katharine.osborne@westdean.org.uk

Tel: 01243 818 313

Closing date for applications: 7th January 2019

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

JOB DESCRIPTION

JOB TITLE	Head Gardener
DEPARTMENT/DIVISION	Estates
LOCATION	Gardens
RESPONSIBLE TO	Director of Estates
RESPONSIBLE FOR	Gardens team, Gardens volunteers
MAIN PURPOSE OF ROLE	To maintain and enhance the Gardens and Arboretum. To provide a versatile environment for students relaxation and learning. Ensure the Gardens maintains its status and success as a visitor destination.

KEY AREAS OF RESPONSIBILITY

- Lead and inspire the Gardens team to fulfil the colleges' objectives in line with strategic plans.
- With the team, proactively engage with and enhance the visitor experience.
- Maintain and enhance all external areas of the main campus.
- Utilise the Gardens to benefit learning and course content.
- Proactively manage and lead on health & safety matters within the Gardens.

GENERAL DUTIES & RESPONSIBILITIES

General Operation

- 1 Ensure exceptional standards of plant husbandry and plantmanship throughout all areas of the gardens with particular focus on the walled garden and glasshouses.
- 2 Deliver on the job training for all staff in order to develop new and existing skills, with particular emphasis on presentation and the development of new ideas.
- 3 Work collaboratively with the rest of the Estates team, and wider teams, to ensure the College Gardens are presented at a high standard at all times.
- 4 With relevant teams, be actively involved in the annual planning of academic activities and public events, balancing requirements within constraints of the Gardens.
- 5 Ensure a staff presence at all times within the visitor opening hours.
- 6 Visit competitors and other venues as part of a continual review to ensure the Foundation's standards are comparable across other similar organisations.

- 7 Ensure the campus grounds as a whole are presented to a very high standard at all times.
- 8 Identify maintenance matters and support where appropriate, especially through times of inclement weather.
- 9 In liaison with the Shop Manager and Product and Enterprise Manager, ensure a high quality of plants are stocked and available for retail whilst also ensuring the area is presented to a very high standard.
- 10 Be responsible for the maintenance and use of all garden tools and machinery with relevant safety legislation.

Financial Management

- 1 Participate fully in the setting of departmental budgets and targets, including profit, continually monitoring performance against agreed targets and objectives.
- 2 Develop a garden specific 5 year rolling plan of activities alongside the college's strategic plans.
- 3 With other teams as required, identify and implement opportunities to further increase visitor spend.
- 4 Wherever possible ensure that plants and produce from the Gardens are utilised in all West Dean outlets, using as a promotional tool when this is viable.

Engagement

- 1 Ensure a proactive level of daily engagement with visitors and students by the team, being visible and accessible through a programme of publicised horticultural activities.
- 2 Support commercial activities through the provision of tours and talks.
- 3 Ensure a balanced approach to engagement throughout the Gardens for all groups using a variety of mediums.

Health & Safety

1. Adhere to the West Dean College's health & safety policy at all times, ensuring a safe working environment.
2. Consult regularly (bi-annually and as required) with a tree surgeon and Estate Forestry Consultant to ensure all trees are in a safe condition.
3. Ensure departmental safety training is up to date and arrange accordingly in liaison with the Safety Technician.
4. Ensure high standards of security are maintained in the Estate to keep the staff, students, volunteers and visitors safe and the House and associated buildings secure.

5. Work with and support the Health & Safety Consultant and Safety Technician in relation to training, risk assessments, accidents, incidents & near misses and other process related Health & Safety matters.

Management & Supervision

1. Manage the Gardens team and volunteers.
2. Undertake Continuous Performance Reviews for the Gardens team, ensuring there is a constant flow of communication.
3. Nurture and develop the volunteer team through all areas of the garden and visitor attraction.
4. Ensure teams are adequately trained in areas of their roles.
5. Liaise with Human Resources to manage staffing issues in respect of individual staff, including recruitment, induction, performance and welfare issues.

General

1. To build and maintain excellent working relationships, both internally within West Dean, and with external partners and suppliers.
2. Undertake training and activities as appropriate to enhance Continual Professional Development.
3. Undertake any other duties from time to time as requested

This job description is subject to regular review in consultation with the post holder.

PERSON SPECIFICATION

Experience

Significant practical experience in the management and cyclical maintenance of a high quality plantsman's garden or a large garden over 75 acres open to the public	Essential
Recent experience of managing a leading a team of diverse skills and levels of experience	Essential
Experience of using a broad range of specialist equipment and machinery	Essential
Experience in the cultivation of a wide range of trees, shrubs and herbaceous plants and with their associated craft skills	Essential
Experience in the cultivation of an ornamental kitchen garden, historic orchards and productive glasshouses	Essential
Experience of organising garden activities which enhance garden visits	Essential
Experience in the maintenance and restoration of historic gardens	Essential
Experience in the care and management of historic glasshouses	Essential

Education / Qualification

RHS Level 4	Essential
Degree or Botanic Garden Diploma in amenity horticulture eg M.Hort	Desirable

Skills and Knowledge

Good plant knowledge and demonstrable horticultural skills, may have particular specialism/s for example specialist pruning	Essential
Knowledge of glasshouse management including specialist propagation and care of plants	Essential
Knowledge of how to assess and manage risk effectively	Essential
Knowledge of all Health and Safety and Compliance requirements relevant to horticulture	Essential
Ability to use and demonstrate all necessary horticultural craft skills, machinery use and maintenance to a high standard	Essential
Knowledge of managing budgets and sourcing and purchasing cost effective supplies	Essential
Excellent communications and presentation skills, both written and verbal	Essential
Ability to lead, manage and motivate a diverse team	Essential
Appreciation of the importance of the historic environment and knowledge of British garden history	Essential
Knowledge of keeping full and accurate botanical records	Essential

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Contract:	Permanent.
Duties:	As attached job description.
Salary:	Competitive - dependant on experience Accommodation options
Hours:	40 hours per week, primarily straight shifts including weekends and bank holidays (hours to meet the needs of the business).
Holidays:	36 days per holiday year (1 October to 30 September) inclusive of Bank Holidays (pro rata).
Sickness:	10 days in any consecutive twelve month period (pro rata), or longer period at the Foundation's discretion, after six months' continuous service.
Benefits:	Contributory pension scheme, Employee Assistance Programme, free and discounted places on short courses at West Dean College.