

## JOB DESCRIPTION

**Job Title:** Deputy Head Gardener

**Department:** Gardens

**Reports to:** Head Gardener

**Line Management responsibility** for Apprentices (2)

**Supervisory responsibility for:** Senior Gardeners, Gardeners

**Purpose of role:** Working in 36 acres of garden include diverse shrub, herbaceous and annual borders as well as an impressive collection of trees. From fine turf to recreational lawns surrounded by wilder areas, with an emphasis on biodiversity, the grounds embody a wide spectrum of ecosystems.

To contribute to and, as a member of the management team, ensure that the Gardens of Trinity College are maintained to the highest possible standards within the framework of planned tasks and allocated staff in specific designated areas whilst following and contributing to the programme of seasonal and project tasks in the Gardens strategic plans, whilst implementing current health and safety requirements.

### **Key accountabilities:**

- Management of high profile gardening projects such as the development of the new orchard involving: assisting in the design and maintenance of the area, overseeing and instructing others in relation to the maintenance and care of the area; working with other departments, such as the Works Dept to organise the building of an access point to the orchard as well as external contractors; develop and maintain the trees and shrub records; plan and manage the annual maintenance cycle for the specific garden projects including the formative pruning; make decisions regarding the selection of specimens to develop in the collection, taking into consideration the effects of climate change, gathering data on the survival of certain species and experimenting with different plants to see how they adapt to our changing climate. Also management of areas including some small courtyard gardens and the Nursery (including rainwater harvesting).
- Undertake specific gardening tasks according to the season and the variety of jobs needed to maintain the high standards of borders, hedges, lawns and trees, ensuring that all duties are carried out safely and competently. Contribute to best sustainable practice methods to maintain good plant husbandry and biodiversity with the help of organic products, IPM and in house produced mulches.
- Management of the tree collection on the College site, liaising with Senior Gardeners / Porters should problems be reported in specific areas and liaising with the tree surgery contractors. Organise the biennial tree survey, liaising with the tree survey organisation to assess the needs and particularly the priorities relating to the tree. Work collaboratively with the Head Gardener to assess the urgency of each issue and make a collaborative decision with HG to ensure urgent work is prioritised and in budget.

- Management of the apprenticeship scheme and the apprentices themselves, involving the recruitment of new apprentices, liaison with the training provider (Keit's) and the practical provider (King's College), setting up training sessions, undertaking regular reviews and monitoring of progress in line with the course providers timetable, solving any issues and providing additional training needs. Supervise the Senior Gardeners and Gardeners in their work tasks, planning the work of the Gardeners when working with them in specific areas, providing expert training and guidance and ensure good health and safety practices are adhered to and high standards are achieved.
- Responsibility for health and safety, including:
  - Responsibility for the safe working environment of the Gardens Yard, including maintenance and monitoring of: the machinery washdown station; the diesel and Aspen fuel stores; instructing other members of staff to assist, ensuring that full training and risk assessments have been completed; machinery and equipment stores.
  - Deal efficiently and effectively with any dangerous occurrences which are noticed, or reported by the team to the DHG, informing the Head Gardener, the H & S Manager and/or Head Porter as required and partake in any action necessary to render the situation safe (e.g. tree damage).
  - Working as part of the management team, review and develop the department risk assessments, ensuring that they are accurate, succinct but cover all requirements to ensure a safe working environment for staff, students, Fellows and visitors.
  - Ensure that staff receive instruction and training in safe methods of work, are aware of risk assessments relating to their tasks, use appropriate personal protective equipment and are kept up to date on any health and safety requirements.
- Management of the machinery used within the department including, regular maintenance and organising the collection of machinery to external horticultural engineers to be serviced, in-house maintenance, ensure storage is within a safe working environment, that all machinery has regular testing for vibration and other legal requirements such as LOLER and PUWER tests. Ensure that all staff keep weekly records of machinery usage, monitor these, and highlight and manage any overuse, to ensure a safe working environment. Assess the training needs in relation to machinery, organising of certified training and refresher courses internally or externally.
- Planning and organising of the events which involve opening the gardens to the public such as the NGS day, Open Cambridge, Shakespeare Festival. Duties include planning approximately eight months in advance, advertising the day online and posters, ensuring there are sufficient plants to sell, cleaning and transforming the Gardens hut into a refreshment area, liaising with the Catering Department, planning where the public will be able to visit, ensuring all safety and emergency measures are put in place. Responsibility for cash and contactless card readers.
- Attend the May Ball Committee meetings with the Head Gardener throughout the year, to meet with students and other departments involved in the May Ball such as Catering, Housekeeping, Works & Porters to consider the proposals from students and to enable the planning of the grounds usage prior, during and after the May Ball.

- Responsibility for some department administration such as invoicing, maintaining budget records in Excel, sourcing and ordering material and hiring equipment, liaising with external companies and co-ordinating delivery schedules for plant and garden material.
- Work closely with the Head Gardener, regarding the development of sustainable horticultural practices in the College Gardens including researching and monitoring of new practices, liaising with other Colleges to discuss the success or otherwise of their projects. As a team, achieving a high standard of lawn maintenance by jointly implementing the turf management programme, managing biodiversity in each area, developing areas from fine turf to wild areas, adapting mowing routines taking into consideration metrological conditions and sustainability.
- Work closely on a day to day basis with and deputise for the Head Gardener in their absence, attending College wide meetings and managing the department as necessary.
- To work collaboratively with the Head Gardener to develop climate adaptive, sustainable designs for the Gardens as a whole.
- To provide back up in case of emergency call outs outside working hours relating to security breaches within the departments buildings or damage occurred due to acts of nature such as storms or flooding. To help plan and take part, on a call out basis, a winter snow clearance rota.

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice.

## PERSON SPECIFICATION

Criteria	Description
<b>Experience</b>	<p>In-depth knowledge and experience of garden maintenance, in a similar work environment.</p> <p>Experience and proven track record in sustainable horticultural practice.</p> <p>Detailed understanding and recognition of plants having worked with wide ranging plant collections.</p> <p>Arboricultural experience to identify issues with the tree collection and make arrangements for the care and maintenance of the trees.</p> <p>IT competency, specifically Microsoft Office Word and Excel alongside emails, use of the internet, and databases are required.</p> <p>Experience of managing/supervising a team in a similar environment, involving instruction, motivation, and training.</p>
<b>Skills</b>	<p>Ability to use all types of horticultural machinery used in College including ride on and pedestrian, rotary and cylinder mowers, compact tractors, hedge trimmers, strimmers and blowers and their basic maintenance of machinery.</p> <p>Competent in the safe use and management of chemicals and fertilisers and the ability to use knapsack and pedestrian sprayers and tractor mounted spreaders.</p> <p>Ability to safely use working at height equipment such as MEWPs, ladders and steps.</p> <p>Excellent understanding, implementation, communication and training of health and safety requirements including the correct use of personal protective equipment and work methods as set out in the Departments Risk Assessments.</p> <p>Ability to provide training, direction and leadership for teams, leading by example and providing constructive feedback to Gardeners with the ability to proactively share knowledge with team members and to support the Head Gardener with performance management and monitoring.</p> <p>Ability to plan work for Gardeners within designated areas.</p> <p>Ability to work independently as well as within a team.</p> <p>Ability to develop productive working relationships with colleagues within the department and throughout the wider site teams in the College and externally with suppliers, contractors and other Colleges etc.</p>

<b>Qualifications</b>	<p>Level 4 qualification in Horticulture such as a HND or HNC or equivalent level of practical experience with regular continued professional development.</p> <p>PA1 and PA6 qualifications are essential.</p> <p>A valid full driving licence is essential.</p>
<b>Additional requirements</b>	<p>A responsible attitude towards health and safety in order to comply with College procedures to ensure the health and safety of anyone that may be affected by their actions.</p> <p>The work includes all aspects of gardening such as working outdoors in all weathers, undertaking physically demanding tasks, as well as fine detailed and repetitive maintenance work.</p> <p>Occasional overtime to assist with snow clearance, run tours, watering or to complete work within a timetable are required.</p> <p>Willingness to undertake training in order to carry out the job role more effectively or to take on new responsibilities and to implement any such training into job role.</p>

## EMPLOYMENT DETAILS

<b>Rate of Pay:</b>	£33,501 per annum.
<b>Hours:</b>	39 hours per week.
<b>Holiday:</b>	25 working days plus 8 public holidays.
<b>Probationary period:</b>	6 months.
<b>Meals:</b>	Free lunch is provided for staff whose duties cover this period when working in College.
<b>Pension Scheme:</b>	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three months service. All staff will become members unless they choose to opt out.
<b>Private Health Care:</b>	Membership of a free health care and a dental care scheme are available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility. This is a taxable benefit.
<b>Employee Assistance</b>	The Employee Assistance Programme is a free and confidential telephone and web based information and support service providing staff with access to caring and professional consultants and counsellors.
<b>Cycle to work Scheme</b>	Tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, available after successful completion of the probationary period. Maximum levels apply.
<b>Gym:</b>	Membership of the College gym is available for a modest fee. Inductions are compulsory.
<b>Sports &amp; Social Club:</b>	The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.
<b>Access to College:</b>	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.
<b>College Punts:</b>	Use of College punts at a subsidised rate.
<b>Childcare:</b>	Access to a workplace nursery, subject to places being available.