JOB DESCRIPTION

Job Title: Deputy Head Gardener

Department: Gardens

Reports to: Head Gardener

Supervisory responsibility for: Senior Gardeners, Gardeners and Apprentices

Main purpose of the job: To maintain the gardens of Trinity College to the highest possible standards within the framework of planned tasks and allocated staff in specific designated areas whilst following the programme of seasonal and project tasks.

Main accountabilities:

1. To contribute to the upkeep of the Gardens at Trinity College to the highest possible standards and achieve this whilst being an active member of the department management team, monitoring and implementing current health and safety regulations.

2. To achieve high standards of lawn maintenance within College grounds by constantly adapting mowing regimes to sward health, soil and meteorological conditions using a wide variety of machinery.

3. To contribute to best practice methods to maintain good plant husbandry and biodiversity with the help of organic products, IPM and in house produced mulches.

4. To undertake the general maintenance of the different aspects within the garden and the variety of tasks needed to maintain the high standards of borders, hedges, lawns and trees and ensuring that all duties are carried out safely and competently.

5. To report garden related issues and problems that might occur in a work environment involving staff, students, Fellows’ or visitors, directly to the Head Gardener and, in the case of dangerous occurrences, also the Health and Safety Manager and Porters, and partake in any action necessary to render the situation safe e.g. fallen trees.

6. To supervise staff and trainees in their work tasks, ensuring that high standards are achieved and support the Head Gardener with performance management and monitoring.

7. Ensuring that staff receive instruction and training in safe methods of work, that good health and safety practices are adhered to, that staff 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.
8. To support the Head Gardener and senior team with the day-to-day running of the department, sourcing and ordering materials, maintaining records for health and safety audits, compliance and regular testing of equipment i.e. HAV, LOLER and PUWER.

9. To support the Head Gardener with administrative duties and tasks requiring preparation for the Gardens Committee and May Ball Committee meetings and proposals.

10. 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.

11. To help plan and take part, on a call out basis, in 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 job or to reflect the latest technology or best practice.
PERSON SPECIFICATION

Knowledge and Experience

- Knowledge and experience of garden maintenance alongside a keen appreciation and understanding of plants having worked with wide ranging plant collections.
- IT competency, specifically Microsoft Office Word and Excel alongside emails, databases and image editing are required.
- Experience in a similar work environment for a significant period of time is beneficial.

Skills and Personal Attributes

- 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.
- Competent in the safe use and management of chemicals and fertilisers and the ability to use knapsack and pedestrian sprayers and tractor mounted spreaders.
- Able to work at heights and to safely use working at height equipment such as MEWPS, ladders and steps and mobile scaffolding.
- Understand and implement the correct use of personal protective equipment and work methods as set out in the Department’s Risk Assessments.
- Ability to proactively share knowledge with team members.
- Ability to develop productive working relationships with colleagues within the department and throughout the wider site teams in the College.
- Ability to work independently as well as within a team.
- Ability to provide training, direction and leadership for the team, leading by example.
- Ability to plan work for Gardeners within the designated area.
- Ability to be able to provide constructive feedback to Gardeners working in the team.

Qualifications

- Level 4 qualification in Horticulture such as a HND or HNC are beneficial but proven practical experience is vital.
- PA1 and PA6 qualifications are very beneficial.
- A valid full driving licence is vital.
Additional Requirements

- 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.
- 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.
- Occasional overtime to assist with snow clearance, run tours, watering or to complete work within a timetable are required.
- 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.
## Employment Details

### Rate of Pay:
- Competitive salary.

### Hours:
- 39 hours per week.

### Holiday:
- 25 working days plus 8 public holidays.

### Probationary period:
- 6 months.

### Meals:
- Free lunch is provided for staff whose duties cover this period when working in College.

### Pension Scheme:
- A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month’s service. All staff will become members unless they choose to opt out.

### Private Health Care:
- 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.

### Employee Assistance
- 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.

### Cycle to work Scheme
- 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, up to a maximum value of £2,000.

### Gym:
- Membership of the College gym is available for a modest fee. Inductions are compulsory.

### Sports & Social Club:
- The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.

### Access to College:
- 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.