

HEAD GARDENER

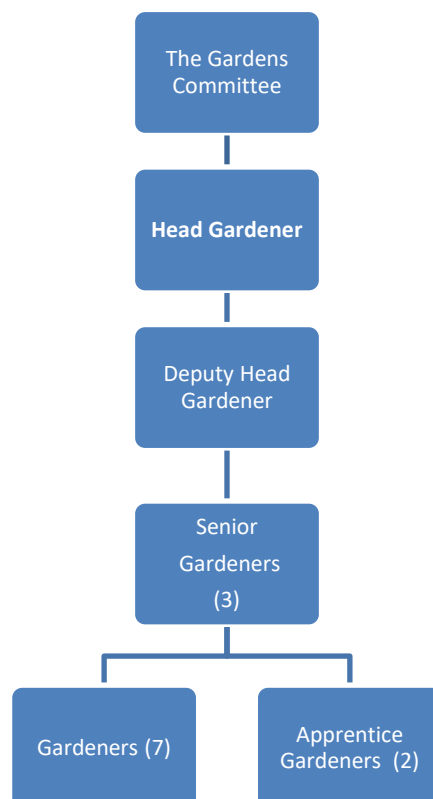
JOB DESCRIPTION

Department	Gardens Department	Date:	June 2023
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JOB PURPOSE

To maintain a safe and tranquil space for the wellbeing of the college community and care for the plant collection, taking issues of sustainability, biodiversity and climate change fully into account.

ORGANISATION



PRINCIPAL ACCOUNTABILITIES

- Lead and develop the College's garden team to ensure that they are fully motivated and equipped to maintain the College's 9 historic gardens to the highest horticultural standards.
- Develop and manage the garden's budget to ensure plants, equipment and horticultural materials are obtained at an appropriate cost and quality standard.
- Develop, implement and monitor the garden operational practices and standards to ensure the Department operates safely and efficiently and is compliant with Health and Safety regulations and any other relevant statutory legislation.
- Lead on the reactive and planned maintenance of the Colleges 9 historic gardens in accordance with the annual gardens work programme to ensure a first class horticulture experience for the Colleges membership, guests and International visitors.
- Lead on the future planned development of the Colleges 9 historic gardens to ensure the protection and conservation of the historic designs and features.
- Represent the gardens interests in internal committee meetings such as College Gardens, Health and Safety and Heads of Departments to ensure that the departments requirements are taken into account in the day to day running of the College.
- Manage external horticultural contractors to ensure that the services they deliver are in accordance with the agreed quality, cost and time standards.
- Represent the College at external meetings such as The Backs Committee to ensure the College interests and views are taken into account in any joint gardening ventures.
- Manage the acquisition, maintenance and security of the garden plant collection, machinery, equipment and garden buildings.

DECISIONS, RECOMMENDATIONS, DIMENSIONS AND CHALLENGES

Decisions:

- Designs: planting schemes of permanent planting and seasonal highlights
- Acquisition of machinery within the budget
- Weekly planning of work schedules for the Gardens areas
- Day to day management of staff and relevant annual leave planning
- Day to day planning and execution of Garden tasks which are constantly influenced by weather conditions and College events

Recommendations:

- Major changes and improvements of certain areas of the College grounds
- Staffing issues
- Higher expenditure forecasts
- Budget proposals
- Recommend maintenance issues which fall into higher cost brackets, both of buildings and of garden related items concerning major redevelopment
- Long term planning of major planting schemes and the upkeep of the current collection in accordance with the biodiversity/sustainability strategy

Dimensions and impact:

- 36 acres covering 9 historic gardens ranging from formal, informal, grassed areas and woodlands.
- To present the Grounds of Trinity College to a high standard in order to create a prestigious and inspiring plus relaxing atmosphere for members of the College, community and visitors.
- To create a welcoming environment to entice people to experience the outdoor landscape of Trinity College Grounds and to prioritise wellbeing.

Challenges:

- Staffing issues
- Working with the Environment i.e. dealing with living material that can thrive and suffer under external influences and climatological conditions
- Planning work on maintaining grounds around various college events

KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications	<ul style="list-style-type: none"> • HND or higher in horticulture • Individual qualifications to operate and maintain highly specialised horticultural equipment • Management qualifications • Health and Safety qualification
Skills	<ul style="list-style-type: none"> • Managing an Historic Garden • Creative – ability to visualise the appearance of a mature gardens many years into the future. • Good in-depth plant knowledge including trees, turf, shrubs as well as horticultural and grounds maintenance techniques • Good basic computer skills • Managing and inspiring a team of people with diverse qualifications • A creative mind to develop new planting ideas and to be able to execute said plans on the grounds • To interpret technical construction and planting schemes and drawings • To maintain records; staff training and plant collections • Ability to enthusiastically implement new approaches to service delivery • Ability to lead, motivate and develop staff to deliver productivity and quality • Ability to communicate well with team members and other stakeholders and partners • Able to plan, set objectives and monitor progress
Experience	<ul style="list-style-type: none"> • Managing and developing a range of gardens in an historical environment with a varied and diverse plant collection • In-depth knowledge of plants, tree management and turf culture • Managing a larger team • Significant practical standards within the Horticultural Industry at a managerial level • Capable to motivate staff and acting as an effective team member • Managing budgets and related resources
Behaviours	<ul style="list-style-type: none"> • ‘Can do’ attitude • Leadership – leadership role model for staff and others • Takes responsibility for own actions and visibly supports the senior managers • Able to adapt to a challenging environment • Taking a calm lead but being prepared to act assertively • Highly motivated and trustworthy with proven track record of good performance in productivity and quality service delivery • An energetic approach coupled with an ability to meet deadlines and work under pressure • Regularly reflects on and seeks to develop own professional practice

Additional information	Knowledge and experience will allow the post holder to envisage long term effects of planting schemes and how they merge with and can enhance the existing “green” spaces.
Working pattern	<p>Levels and pattern of workload such as periods of high workload during certain months where additional working may be required:</p> <ul style="list-style-type: none">• High workload pattern appears in the early Spring when growth on plants and grass re-appears.• Weeks leading up to and just after May Ball.• Periods of turning the bedding schemes around• Autumn renovation of borders.• Leaf clearing throughout the Autumn.• Autumn and winter turf maintenance.

The Trinity College Gardens - 'Biodiversity and Sustainability strategy'

The Gardens will:

- 1) When replanting or designing new areas always consider thoroughly how biodiversity can be enhanced alongside the planting;
- 2) Also, consider how plantings will be likely to adapt to the effects of climate change;
- 3) Prioritise sustainability policies and practices;
- 4) Whenever possible use sustainable methods;
- 5) When renewing machinery continue to prioritise energy, fuel and water efficiency;
- 6) Consider how to improve the collection of rainwater and minimizing the use of mains water;
- 7) Maintaining all the meadow, woodland and freshwater areas to optimize biodiversity.

EMPLOYMENT DETAILS

Rate of Pay:	£43,000 per annum.
Hours:	39 hours per week.
Holiday:	25 working days plus 8 public holidays.
Probationary period:	9 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 months 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 £6,000.
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.
College Punts:	Use of College punts at a subsidised rate.
Childcare:	Access to a workplace nursery, subject to places being available.