

## JOB DESCRIPTION

**Job Title:** Senior Gardener

**Department:** Gardens

**Reports to:** Head Gardener and Deputy Head Gardener

### **Purpose of role:**

To maintain the Gardens of Trinity College to the highest possible standards within the framework of planned tasks and allocated staff, in specific designated garden areas, whilst following the programme of seasonal and project tasks.

### **Key accountabilities:**

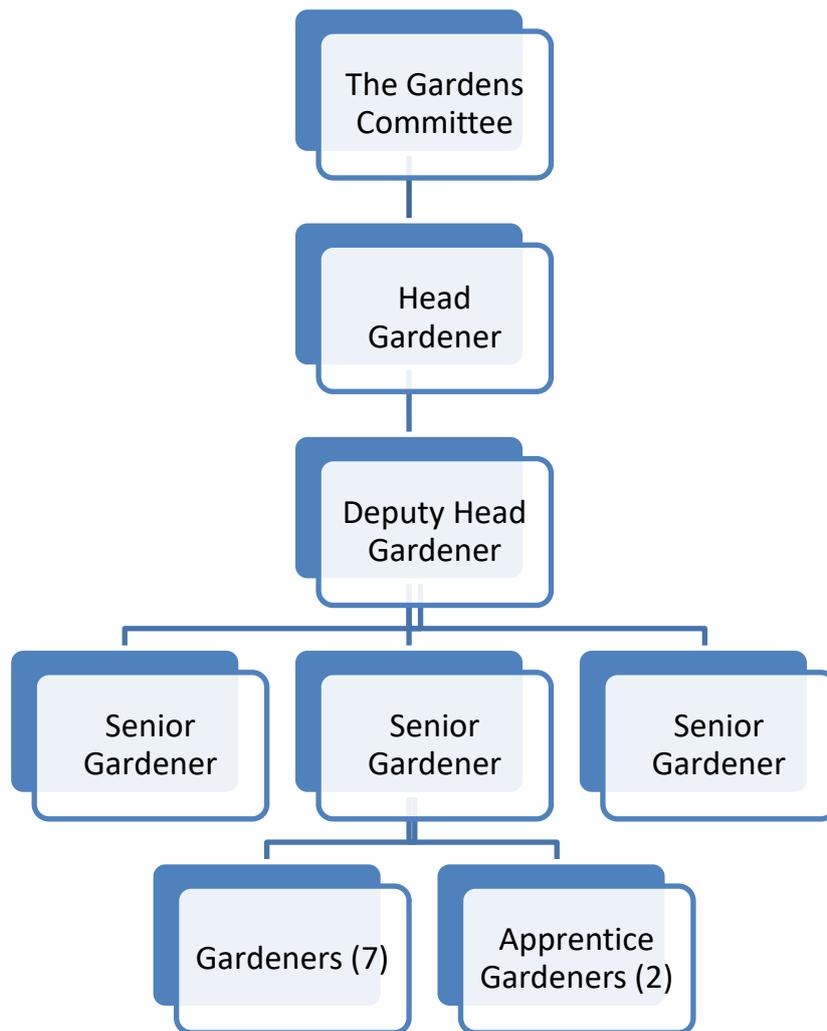
- 1 To maintain the Gardens within a designated area of the College grounds to the highest possible standards
- 2 To lead a team of staff and/or apprentices in their specific area to achieve the objectives determined by the Head Gardener and Gardens Committee
- 3 To achieve a healthy and sustainable growing environment within the Gardens by maintaining good plant and soil husbandry
- 4 To contribute to the planning and research to establish new planting features, rejuvenating existing ones and changing annual border schemes to permanent planting
- 5 To undertake all general garden maintenance duties using a variety of tools and machinery and operate the tasks and equipment in a safe and competent manner.
- 6 To plan work tasks carefully to ensure the health and safety of staff, students, Fellows' and members of the public are safeguarded and the objectives are achieved in the safest possible manner.
- 7 To lead by example and to highlight any garden and or staff related issues and problems in a timely manner; initially and foremost in the regular meetings with the Garden Management Team
- 8 To contribute to the annual Risk Assessment reviews as well as key health and safety audits
- 9 To help plan and partake, on a call out basis, in winter snow clearance.
- 10 To provide support to the Head Gardener and Deputy Head Gardener and the wider site teams during the May Ball build up and breakdown over a period of weeks.

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>	<ul style="list-style-type: none"> <li>• Knowledge and experience of garden maintenance</li> <li>• Competent and knowledgeable in plants, their varieties and usage</li> <li>• Proven track record of having worked in a similar horticultural environment</li> <li>• Good awareness of all Health and Safety aspects within Horticultural and role specifics</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to use a wide variety of horticultural machinery</li> <li>• Ability to lead and motivate small teams of gardeners whilst maintaining sound Health and Safety practices when executing tasks</li> <li>• Good plant and soil husbandry skills combined with plant identification skills</li> <li>• An accepted level of IT competency in Microsoft Word</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• RHS level 3, National Diploma in Horticulture, NVQ level 3</li> <li>• Application of chemicals PA1 and PA6</li> <li>• Any relevant Horticultural machinery operator qualifications are desirable</li> </ul>
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake training to carry out the job role more effectively or to take on new responsibilities</li> <li>• Prepared to work out of hours to assist with clearing snow and/or other acts of nature i.e. storm damage and flooding.</li> <li>• To be an active member of the Garden Management Team and to support the Head Gardener and Deputy Head Gardener in their roles to achieve high standards and create a safe and healthy work environment</li> <li>• A valid full driving licence</li> </ul>

## ORGANISATION CHART



## Employment Details

<b>Rate of Pay:</b>	£29,486 per annum.
<b>Hours:</b>	39 hours per week, working 7.30am – 4.15pm Monday to Thursday, 7.30am – 3.15pm Fridays.
<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.