

JOB DESCRIPTION

Job Title:	Head Gardener
Reports to:	Director of Collections & Conservation
Department:	Collections & Conservation

Purpose of the Job

The Head Gardener undertakes horticultural work to a high standard within the Royal Pavilion & Museums Trust (RPMT) gardens and open spaces and follows Regency gardening principles within the Royal Pavilion (RP) garden. The post is a public facing one with engagement forming a significant part of the role.

RPMT is about to embark on developing an exciting NLHF funded project to transform the RP garden. The Head Gardener will be a key member of the Project Team and will be responsible for certain aspects of the delivery of the project outcomes.

Maintenance and development of the gardens is supported by a team of staff and volunteers. The Head Gardener will support and direct all the RPMT garden volunteers in the work they carry out.

Principal Accountabilities

- 1 To be an ambassador for the gardens and their unique heritage and to be a key part of the wider RPMT leadership team.
- 2 To support with the development of the NLHF funded project to transform the RP garden. To be a key stakeholder in this project and to lead relevant workstreams.
- 3 To manage key stakeholder relationships relating to RPMT's outdoor spaces.
- 4 To manage the RP gardens to organic gardening principles. This garden is run without the use of any form of pesticide. To keep up to date with the latest environmentally friendly and sustainable products and techniques and develop the service and team with this ethos in mind.
- 5 To prepare, implement and supervise an annual garden conservation and maintenance programme for the RPMT gardens and open spaces.
- 6 To manage the garden budget, ensuring delivery of the maintenance programme, being mindful of a need to be reactive and responsive.
- 7 To lead, manage and motivate the garden team (including apprentices and volunteers) and direct work as needed.
- 8 To recruit, induct, manage and support the RPMT garden team and volunteers for all sites, including providing 121 and individual performance support, regular team meetings and training as required, instructing them on implementation of specialist garden maintenance and providing experienced advice and guidance to ensure a high standard of service delivery.
- 9 To identify the most common horticultural pests and diseases, and determine and carry out an appropriate method of eradication, in line with current legislation.

- 10 To engage visitors with the garden, leading a culture of good customer service within the garden team.
- 11 Be responsible for carrying out specialist garden tours and talks for the public. Provide demonstrations of horticultural techniques and become actively involved in community groups within the Head Gardener's area of responsibility.
- 12 To advise about bylaws where appropriate, in order to help reduce or avoid disorderly conduct, and to give horticultural advice or other relevant information about green spaces to the public.
- 13 To operate and maintain a wide range of horticultural machinery eg rotary and cylinder mowers, strimmers, hedge trimmers, rotovators, turf-lifters, over-seeders, blowers, and driving vehicles and other ride-on horticultural machinery.
- 14 To manage contractors assigned to undertake work within the gardens and open spaces.
- 15 To identify and manage risks effectively, taking remedial action and reporting to line manager if necessary. To ensure that all works are carried out in accordance with health and Safety legislation, codes of practice, risk assessments and in an efficient and effective manner so that safe systems of work are adopted at all times.
- 16 To ensure all risk assessments are regularly reviewed and updated and to ensure that there is appropriate provision and distribution of tools, equipment, vehicles and services to the team.
- 17 To maintain garden presentation including undertaking litter clearance, litter bin emptying and removal of fly-tipping.

General Accountabilities

To develop practices within the Trust that uphold and develop the principles of the Trust's Equality in Employment Policy and the Equalities Policy in relation to staff and to service provision.

To be responsible for the implementation of, and compliance with, the provisions of legislation relating to the health and safety of such employees and areas of the workplace as fall under your direct control and for complying with legislation relating to such works and contracts as are within your direct responsibility.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

Royal Pavilion & Museums Trust

PERSON SPECIFICATION

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Essential Criteria

Job Related Education, Qualifications & Knowledge	<p>NVQ level 3/4 in horticulture or significant experience in a historic garden setting.</p> <p>Specialist knowledge in garden history, particularly Regency Gardening.</p> <p>Detailed knowledge of horticultural practices.</p> <p>Detailed botanical knowledge.</p> <p>Knowledge of vehicle and machinery maintenance.</p> <p>Knowledge of health and safety and risk assessments.</p>
Experience	<p>Extensive experience of working in an historic garden setting.</p> <p>Substantial experience of varied and high-quality horticultural maintenance.</p> <p>Experience in supporting volunteers with a range of diverse needs.</p> <p>Experience in managing staff.</p> <p>Experience in managing budgets.</p> <p>Experience of project management.</p> <p>Experience in managing contractors.</p> <p>Experience in delivering public facing talks/tours.</p>
Skills & Abilities	<p>Ability to undertake horticultural tasks without supervision.</p> <p>Ability to use a wide range of horticultural vehicles and machinery in accordance with safe systems of work and operating instructions plus appropriate certification/licence.</p> <p>Ability to use own initiative and prioritise workload without direction, the Head Gardener can be lone working.</p> <p>Ability to communicate effectively with members of the public, volunteers and other members of staff. Good people skills.</p> <p>Ability to apply quality requirements/standards for horticultural presentation.</p> <p>Ability to strike a balance between quality and productivity in line with agreed standards.</p> <p>Ability to recognise symptoms of Dutch Elm Disease.</p> <p>Commitment to acquiring awareness and knowledge of H&S policy and practice as it applies to your area of work.</p>

Equal Opportunities	Understand, embrace and implement the Trust's equalities policies and related statutory duties as they apply to the service.
Other Requirements	Ability to do heavy manual work. Required to work in all weathers. Ability to work unsociable hours when necessary. Full driving licence.