

NATIONAL MEMORIAL ARBORETUM

JOB DESCRIPTION

Position: Gardener

Responsible to: Grounds & Gardens Team Leader

Role Purpose: Assist in the maintenance, conservation and development of the National Memorial Arboretum, ensuring its trees, gardens, grounds and flora are befitting of its status as the nation's year-round centre of Remembrance.

Duties and Responsibilities

1. To assist in the maintenance, conservation and practical management of all areas of horticultural interest to the highest standard throughout the year.
2. To support students and volunteers supporting the horticultural management of the Arboretum.
3. Wherever possible, inform, advise and assist the visiting public to enhance their enjoyment and understanding of the gardens and horticultural aspects of the Arboretum.
4. To undertake the following tasks where required:
 - (a) To undertake pruning, planting of trees and shrubs, mowing of lawns and propagation of plants. This will also include mulching, irrigation and feeding as required.
 - (b) To undertake general garden maintenance, woodland maintenance, fencing and boundary maintenance, maintenance of access features, practical conservation tasks including coppicing, litter clearance and weeding in the garden/Arboretum areas.
 - (c) To contribute to the preparation of maintenance contracts for gardening, arboricultural and horticultural aspects of the Arboretum's management.
 - (d) To promote security whilst on site.
 - (e) To assist with the written and photographic records/archives of the horticultural aspects of the arboretum.
 - (f) To keep plant records and label plants according to the accessions policy.
 - (g) To ensure the careful use, proper maintenance, storage and security of all machinery, equipment and hand tools and maintain records and inventories where appropriate.
5. To be aware of the Arboretum's aims, organisational values and behaviours and their impact on this post.
6. To carry out the duties and responsibilities with reasonable care for the health and safety of you and any other persons who may be affected by your acts or omissions at work, all activities to comply with health and safety legislation, regulations and codes of practice.

GENERAL

- To implement the Equal Opportunities Policy into your daily activities.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health & Safety at Work Act (1974)

and relevant EC Directives, including reporting any health and safety hazard immediately you become aware of it.

- To work in accordance with the Data Protection Act (2006) and to ensure all new systems are reported to the Data Protection Officer.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL/ DESIRABLE	HOW TO BE MEASURED CV, INTERVIEW/OTHER/TEST (please specify)
QUALIFICATIONS		
A relevant horticultural qualification eg National Diploma/Botanic Garden Diploma/NVQ Level III or equivalent	E	CV/I
NPTC 30/31/36 chainsaw certificate (or equivalent)	D	CV/I
Brushcutter and strimmer	D	CV/I
Manual Handling	D	CV/I
First Aid	D	CV/I
Pesticides (PA 1 and 6)	E	CV/I
Ride On Mower (eg LANTRA accredited or equivalent)	D	CV/I
EXPERIENCE		
At least two year's experience of horticultural management or similar professional gardening experience	E	CV/I
Arboricultural management, horticultural, gardening and/or parks management	D	CV/I
Working within a customer facing role or site open to the public	E	CV/I
Health & safety in relation to parks management and public gardens including producing risk assessments	E	CVI
SPECIALIST KNOWLEDGE		
Knowledge of parks/countryside management	D	CV/I
Ability to communicate by experience of talks,	E	CV/I

walks and demonstrations and communicate effectively in English and keep written records		
IT literate	D	CV/I
Contract management and supervision	D	CV/I
Ability to work with volunteers, individuals and groups and deal with customers effectively	E	CV/I
Construction and maintenance of paths and fences and other hard landscape items	E	CV/I
Maintenance of drainage and irrigation systems	D	CV/I
A high degree of self-reliance and initiative to work within a small team and often unsupervised	E	CV/I
Knowledge of plants, plant husbandry, pest and disease management	E	CV/I
Awareness of historical gardening issues and plant collections	E	CV/I
COMPETENCIES		
Delivering a High Quality Service - Analytical Problem Solving – Level 1	E	I
Building Capability & Adaptability – Adaptability and Learning – Level 1	E	I
Delivering a High Quality Service – Results Focus – Level 1	E	I
Managing Resources – Planning & Organising – Level 1	E	I
Building Capability & Adaptability – Teamwork – Level 1	E	I
PERSONAL ATTRIBUTES		
Understanding of Arboretum mission and values	E	I
Be of smart appearance.	D	I
Be physically fit and capable of lifting and	E	I/pre employment medical

handling heavy items		
To be able to work at heights, climb ladders and trestles	E	I/Pre employment medical
Driving licence	E	CV/I

September 2018