

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Kitchen Gardener		
<b>GRADE:</b>	SC3 – SC4	<b>SCP RANGE:</b>	SCP5 – SCP11
<b>SECTION:</b>	Green Spaces	<b>DIRECTORATE:</b>	Parklands
<b>POST LOCATION:</b>	Myddelton House Gardens		

<b>CRB REQUIREMENT:</b>	X	<b>CRB LEVEL:</b>	Enhanced
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<b>ACCOMMODATION:</b>	N/A
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<b>DRIVER'S LICENCE &amp; BUSINESS USE INSURANCE REQUIREMENTS:</b>	None
<b>CAR ALLOWANCE:</b>	None
<b>BUDGET LEVEL:</b>	N/A

<b>REPORTING TO:</b>	Head Gardener	<b>POST No.</b>	
<b>RESPONSIBLE FOR:</b>	None	<b>POST No.</b>	N/A

<b>POLITICALLY RESTRICTED POSTS:</b>	N/A
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### PURPOSE OF ROLE

To assist the Head Gardener with the maintenance and development of the gardens at Myddelton House.

To supervise the day-to-day maintenance of the Victorian kitchen garden at Myddelton House Gardens including the planning, maintaining and producing a wide range of fruit and vegetables and cut flowers.

To assist in implementing the garden management plan, including Conservation Management Plan requirements related to plant, artefact and landscape conservation.

To assist in the supervising and training of Gardeners, Trainee Gardener and garden volunteers.

To assist visitors to Myddelton House Gardens.

<b>KEY RESPONSIBILITIES AND DUTIES</b>	
<b>PEOPLE RESPONSIBILITIES (EXTERNAL – INCLUDING MEMBERS)</b>	
<ul style="list-style-type: none"> <li>To assist the Head Gardener to ensure that the Authority's Health &amp; Safety regulations are met by all garden employees and visitors to the Myddelton House Gardens and grounds.</li> <li>To assist the Head Gardener in maintaining good working relationships with external stakeholders in the Myddelton House Gardens e.g. (E.A. Bowles Society).</li> </ul>	
<b>PEOPLE RESPONSIBILITIES (INTERNAL – INCLUDING CONTRACTORS &amp; VOLUNTEERS)</b>	
<ul style="list-style-type: none"> <li>To ensure adequate supervision and guidance of all junior Myddelton House Garden employees,</li> <li>To supervise and provide guidance to all gardeners, volunteers, students and seasonal gardeners, including allocating work.</li> <li>To assist the Head Gardener in preparation of work rotas to ensure that sufficient cover is maintained, including weekends and bank holidays.</li> <li>To assist the Head Gardener in the preparation of work plans for the kitchen garden.</li> <li>To ensure that the Authority's Health &amp; Safety regulations are met by all Myddelton House Garden employees.</li> </ul>	
<b>FINANCIAL RESPONSIBILITIES</b>	
None	
<b>OTHER RESOURCES RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>To assist in maintaining all equipment and machinery used in the execution of daily tasks, including maintaining the greenhouses.</li> <li>To assist the Head Gardener in maintaining and developing Myddelton House Gardens and grounds, including the upkeep of artefacts and buildings, in accordance with the Conservation Management Plan and the Normal Operations Procedure (NOP).</li> </ul>	
<b>GENERAL</b>	
<ul style="list-style-type: none"> <li>The above duties may be varied.</li> <li>Carry out all duties with regard to relevant legislation and the Authority's policies and procedures including:- <ul style="list-style-type: none"> <li>The Authority's Health &amp; Safety Policy</li> <li>The Authority's Standing Orders and Financial Regulations</li> <li>The Authority's Equal Opportunities Policy and related policies</li> <li>The Authority's Environmental protocols and related policies</li> </ul> </li> </ul>	

### **KEY CONTACTS**

<b>INTERNAL CONTACTS / PURPOSE</b>	<b>EXTERNAL CONTACTS / PURPOSE</b>
<ul style="list-style-type: none"> <li>Head Gardener for guidance and work planning.</li> <li>Gardeners, volunteers, students and seasonal gardeners to provide guidance and work planning.</li> <li>Special Projects Manager/Green Spaces Manager for guidance and</li> </ul>	<ul style="list-style-type: none"> <li>Visitors to Myddelton House Gardens to provide information and guidance.</li> <li>Contractor and third party organisation.</li> </ul>

<p>work planning in absence of Head Gardener.</p> <ul style="list-style-type: none"> <li>• Other Authority employees as colleague and as visitors to the gardens.</li> </ul>	
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**The Authority has the right to amend the job description in consultation with the post-holder to reflect changes in or to the job.**

It should be noted that the above list of principal duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only. Additional duties may be required from time-to-time that are not identified above and shall be appropriate to the nature, grade and demands of the job as described. The Job Description is current as at the date shown below. In consultation with the post-holder, it is liable to variation by management to reflect or anticipate changes in the job.

**Sign off for Job Description and Person Specification**

<b>Job Description/Person Specification</b>	<b>Post Title</b>	<b>Date signed off</b>
JD/PS Prepared by line manager		
JD/PS Agreed by second line manager		
JD/PS Agreed by HOS/AD by		
Consultation with post holder conducted by:		

<b>JOB TITLE:</b>	Senior Gardener (Kitchen Garden)
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<b>KNOWLEDGE AND SKILLS</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Knowledge</b>	<b>Knowledge</b>
<ul style="list-style-type: none"> <li>• Literate at a level that enables following procedures for a range of tasks, some of which can be complex in order to understand manuals, instructions and reports.</li> <li>• Numerate at a level that enables following procedures for a range of tasks, some of which can be complex, in order to determine chemical dosages, order supplies and read plans.</li> <li>• Working knowledge of effective and efficient supervision practices.</li> <li>• Working knowledge of Health &amp; Safety and child protection regulations and legislation.</li> <li>• Working practical knowledge of horticultural skills and practices</li> <li>• Practical knowledge of the use of machinery and equipment related to horticulture.</li> <li>• Practical knowledge of best practice in horticulture.</li> <li>• Demonstable plant knowledge including plant identification and plant management skills.</li> </ul>	
<b>Qualification</b>	<b>Qualification</b>
<ul style="list-style-type: none"> <li>• NVQ or HNC qualification in horticulture or a related discipline or equivalent in experience and/or qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of a relevant professional body</li> </ul>
<b>Experience</b>	<b>Experience</b>
<ul style="list-style-type: none"> <li>• Proven experience and knowledge of planning, maintaining and producing a wide range of fruit and vegetables</li> <li>• Previous experience of supervising members of staff, volunteers and external groups.</li> <li>• Proven experience of working with horticulture-related equipment and machinery.</li> <li>• Proven experience of working in horticulture or a related field of work.</li> <li>• Demonstrable experience of working</li> </ul>	

<p>in a publicly accessible environment.</p> <ul style="list-style-type: none"> <li>• Demonstrable experience of providing services to the general public.</li> </ul>	
<b>Problem Solving / Decision Making + Mental Skills</b>	<b>Problem Solving / Decision Making + Mental Skills</b>
<ul style="list-style-type: none"> <li>• Ability to organise own work both independently and on the basis of instructions.</li> <li>• Ability to identify, analyse and solve technical/mechanical problems on a daily basis.</li> <li>• Ability to delegate work and manage results.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven ability to train colleagues in their tasks and achieve lasting results.</li> </ul>
<b>Communication</b>	<b>Communication</b>
<ul style="list-style-type: none"> <li>• Ability to communicate with members of the public visiting the gardens.</li> <li>• Ability to understand instructions and relay these to others.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to exchange information concisely and intelligently, either written or orally, with a varied audience.</li> </ul>
<b>Physical skills</b>	<b>Physical skills</b>
<ul style="list-style-type: none"> <li>• Ability to carry out a wide range of horticultural skills including fruit and vegetable cultivation, planting, training, pruning propagation and ability to identify plant health disorders including pest and disease</li> <li>• Ability to drive and use horticultural tools, equipment and machinery (e.g. mowers, sprayers).</li> <li>• Ability to move or lift heavy goods with the help of mechanical aids.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant certification or qualification on the use of tools and machinery e.g. Mower, chainsaw, brush cutter etc.</li> </ul>

<b>EFFORT AND DEMANDS</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Mental demands</b>	<b>Mental demands</b>
<ul style="list-style-type: none"> <li>• Ability to work under pressure and meet deadlines on a monthly basis.</li> <li>• Ability to prioritise varied demands on a daily basis.</li> </ul>	
<b>Physical demands</b>	<b>Physical demands</b>
<ul style="list-style-type: none"> <li>• Ability to work a wide variety of horticulture machinery and equipment.</li> <li>• Ability to work in physically awkward positions (e.g. pruning, setting mowers, moving plants in greenhouses).</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work with a computer e.g. email, word, excel etc.</li> </ul>
<b>Emotional demands</b>	<b>Emotional demands</b>

<ul style="list-style-type: none"> <li>Dealing with the emotional demands of others on a weekly basis.</li> </ul>	
<b>Work Environment</b>	<b>Work Environment</b>
<ul style="list-style-type: none"> <li>Ability to work in an outdoors environment throughout the year for 80% of the time and indoors (office and greenhouses) for 20% of the time.</li> <li>Ability to work with some infrequent exposure to a hazardous, disagreeable and unpleasant working environment for several days per year (involving chemicals, insects and plants).</li> </ul>	

<b>Other requirements</b>	<b>Other requirements</b>
<b>ESSENTIAL</b>	<b>DESIRABLE</b>