



DORCHESTER TOWN COUNCIL

Council Offices, 19 North Square, Dorchester, Dorset. DT1 1JF

Telephone: (01305) 266861

Email: admin@dorchester-tc.gov.uk

JOB VACANCY

Head Gardener - Dorchester Borough Gardens
Salary as at 1 April 2019 SCP 21 -£21,166 per year
37 Hour Week- Permanent Position

Dorchester Town Council is looking for a trained and experienced Head Gardener. You should be a self-motivated person who will deliver a quality grounds maintenance service for visitors to the Gardens to enjoy. The beautiful, historic Gardens are centrally located in Dorchester and are heavily used offering a relaxing escape from the busy town. The Gardens also host many vibrant events throughout the year and the program continues to expand. This is a working post, duties include the supervision and direction of on-site staff and carrying out the full range of maintenance tasks such as: grass cutting, shrub bed maintenance, nurse operation, weeding and litter collection, hard and soft landscaping. Other duties will include ground based tree maintenance with specific responsibility for the design, cultivation and planting of seasonal bedding displays. You should be an enthusiastic and committed leader of the team who will help increase their skills further. If you want to work in a valued, high profile location, with the opportunity to improve and develop the Gardens, yourself and the team further, then this is the vacancy for you.

Application forms and Job description can be found on our web site at www.dorchester-tc.gov.uk Alternatively request forms from Dorchester Town Council on 01305 266861, or by email to admin@dorchester-tc.gov.uk.

The closing date for completed applications is noon on Tuesday 23 April 2019.

Adrian Stuart
Town Clerk

DORCHESTER TOWN COUNCIL

Name

Post: Head Gardener

JOB DESCRIPTION

Main Objective of Post

To ensure the delivery of a high quality of horticultural, arboricultural and amenity maintenance in the Borough Gardens including hands-on working, on the job training, organisation and supervision of other members of staff working on site.

Main Accountabilities

1. To assist Outdoor Services Manager (OSM) in the overall management of the Borough Gardens.
2. As a working head gardener you will be responsible for and carry out, a wide range of horticultural tasks either singly or with the team. A flexible working approach is essential to this post, the whole range of hard/soft landscaping operations undertaken by the maintenance team will be carried out by the post holder (Training will be provided where necessary) these works could include but are not restricted to:- Grass Cutting, Shrub maintenance, ground based tree maintenance, litter clearance, landscaping operations, nursery work including both annual and shrub production, designing and implementing annual bedding displays and shrub replanting schemes, assisting in the general decoration /minor repair of buildings, seats, fences, painting , cleaning etc.
3. The use of good horticultural, nursery production and arboricultural practices to ensure the quality of maintenance in the gardens is of a very high standard. The expectation is that standards will never fall below those expected to achieve a "Green Flag award" and usually exceed them.
4. The day to day issuing of tasks to the onsite team, checking of their work and dealing with any problems that arise. To apply and develop programmes of work for the maintenance of the Borough Gardens, to prioritise them and to allocate the work to available staff, to monitor their performance and ensure that productive output is achieved whilst undertaking work in a safe and professional manner. To promptly request form the OSM any additional help or specialist skills help required to meet peak demand in the gardens.
5. Work with existing onsite staff to ensure nursery production is efficient and timely to ensure plants of a good quality for use in the gardens.
6. Take part in watering/nursery rota and ensure others on the rota understand the duties required of them at weekends and that any holiday cover is organised. Some occasional evening and weekend work will be required when significant events are held in the gardens.
7. Ensuring a safe working environment for staff and visitors. This will include daily safety checks of facilities and landscape features and the monitoring of equipment and tools. You will be responsible for ensuring any repairs or re-instatements identified (within the skills set of the team) are carried out promptly or where necessary requesting for any necessary specialist repair/maintenance to be carried out. Informing the O S Manager when existing

equipment is about to become obsolete or identifying additional equipment which would facilitate the continuing high maintenance standard of the Gardens.

8. To assist in identifying any externally provided training needs of staff and to ensure that these requirements are made known to the O.S. Manager.
9. Work with volunteers and placements who help within the gardens, ensuring safe working practices, their own personal safety and the safety of others.
10. To ensure that staff employed in the Gardens are aware of the byelaws covering activities within them and to ensure that staff are polite, civil and courteous in their dealings with the public.
11. To co-ordinate the work of the evening and weekend Park keepers whose role is primarily one of security, litter clearance, gate locking, tidying and minor horticultural works as required.
12. To implement the requirements of the site Management Plan for the Gardens and when requested by the OSM, assist in the review of the plan. Contribute to the development of annual improvement projects for inclusion within the action plan.
13. Occasionally to give talks to organisations and groups on the maintenance of the Borough Gardens and assist in the ongoing working relationship with the Friends of the Borough Gardens and others, including encouraging, promoting and supporting their activities.
14. To make arrangements to facilitate and support the organisers of various entertainment events held in the Gardens throughout the year and hirers of the Borough Gardens House room.
15. Under the instruction of the OSM, liaise with and oversee the work of outside contractors undertaking work within the gardens.
16. This list is not exclusive and the post holder will be required to undertake other reasonably related duties as required by the Town Council. These duties may be altered from time to time in accordance with the changing demands of the service. Whilst predominantly Borough Gardens based the post holder will be required to work at other locations within the Dorchester Town Council boundary as necessary.

Signed..... Date.....

DORCHESTER TOWN COUNCIL

PERSON SPECIFICATION

Job Title: Head Gardener

QUALITY	ESSENTIAL	DESIRABLE
1. Qualifications	NVQ Level 3 in Horticulture, extended apprenticeship or equivalent, alternatively extensive practical experience.	Educated to GCSE Level in English/Maths Supervisory/management qualification. Tree inspection qualification.
2. Related experience including voluntary work	Minimum of 5 years Horticultural experience, preferably working in a public environment. A good knowledge of Health and Safety in the working environment. Experience of dealing with the public Experience of working on own initiative and as part of a team. Plant production and horticultural practices, Supervision of a team.	Extensive propagation and nursery production experience. Previously working in a similar post and environment. Tree inspection experience. Hosting open days/events in gardens /parks.
3. Skills and Abilities	Good organisational skills. Able to prioritise own workload and work of the team. Able to meet strict deadlines. Experience of Flexible working. Team working skills. Plant propagation skills. Shrub pruning and maintenance skills. Wide range of horticultural skills.	Familiar with IT. Use of electronic notebooks/work pads. Managing volunteers and placements.

<p>4. Knowledge</p>	<p>Full driving licence holder PA1 & PA6a spraying certificates Certificates for safe use of Hand mowers and Brush cutter. Manual Handling training.</p>	<p>Chainsaw training to NTPC standard. Ride on mower training Certificate. Tractor driving Certificate.</p>
<p>5. Personal Qualities</p>	<p>Keen and able to effect change and deliver new ways of working. Good decision maker Able to establish effective teamwork with a flexible approach. Personal warmth and friendly responsive approach to colleagues and members of the public at all levels. Able to work effectively under pressure. Self-reliant, open and honest. Practical and common sense approach to problem solving. Trustworthy with confidential information. Receptive to new ideas. A keen sense of personal responsibility and the need to lead by example.</p>	<p>Able to contribute to the further development of the Gardens and the outdoor services section. Familiar with flexible working methods.</p>
<p>6. Other</p>	<p>This post currently involves routine weekend working half days Sat and Sun. approx. 1 week in 4 which is classed as paid non-contractual overtime, this arrangement will be reviewed and may cease.</p>	<p>Occasional additional non-routine overtime working will be required to cover any major incident or event.</p>



DORCHESTER TOWN COUNCIL JOB APPLICATION FORM

Please complete in black ink and return to the address on the back page either by e-mail or post

Please do not use staples for additional information sheets of paper

All the sections of this form should be completed

VACANCY DETAILS

Appointment of Head Gardener	Closing Date: Noon Tuesday 23 April 2019
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Where did you see the advertisement?

PERSONAL DETAILS

Surname:		First Names:	
Home Address:		Telephone Numbers/E-mail addresses:	
Postcode:		Private:	
		Work:	
		Mobile:	
		E-mail:	
		Can we contact you at work? YES / NO	
NI Number:	Preferred Title:	Valid Driving Licence: YES / NO / PROV	
		Penalty Points: YES / NO No.	
		Car Owner: YES / NO	

Are you related to (or are you the spouse/partner of) any employee of Dorchester Town Council? **YES / NO**
If yes please give details:

Canvassing will disqualify your application or make you liable to dismissal if appointed.

EDUCATION AND TRAINING

From	To	Schools, Colleges, University, etc attended (latest first)	Qualifications attained (with grades)

MEMBERSHIP OF PROFESSIONAL INSTITUTIONS

Organisation	Membership Status	Date Awarded

EMPLOYMENT HISTORY (most recent jobs first)

Please indicate all previous positions held (including any with this Council) **starting with the most recent.**

Present Position:		Present Employer:
		Location:
Date Started:	Current Salary: Benefits:	Reason for wishing to leave:

From	To	Previous Positions	Employer and Location	Reason for Leaving

NOTICE

Please state the period of notice you are required to give to your present employer:

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REFERENCES

Please provide two referees with knowledge of your work / character. One must be your current or most recent employer. If you have worked for your current employer for less than 6 months please attach another referee's name who must be a previous employer. If one of your referees is a personal one the referee should not be related to you in any way. References will be taken up in confidence.

a) Employer

Name
Job Title
Address
.....
Phone **E-mail**
Can we contact this referee prior to interview? YES / NO

b) Other referee

Name **Relationship to you**
Job Title
Address
.....
Phone **E-mail**
Can we contact this referee prior to interview? YES / NO

SPARE TIME ACTIVITIES

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ADDITIONAL INFORMATION

MEDICAL INFORMATION

Please give details of any convictions other than those which are 'spent' under the provisions of the Rehabilitation of Offenders Act 1974. Failure to disclose such convictions could result in dismissal. Any information given will be treated in the strictest confidence.

Please state how many days sickness absence you have taken in the last 2 years, giving reasons. This also applies to periods of unemployment when you would have been unfit for work.

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I understand that the Council reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I understand that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act 1998 and I give my consent to this. Data may therefore be passed to other members or officers of the Council who require my information for legitimate business purposes.
3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Disclosure Scotland for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the Council any offer of employment may be withdrawn or my employment terminated.

Signed

Date

Completed applications should be sent to:

The Town Clerk, Dorchester Town Council, 19 North Square, Dorchester, Dorset. DT1 1JF

or: E-mail: admin@dorchester-tc.gov.uk