
Head Gardener

JOB DESCRIPTION

Job title:	Head Gardener
Based:	Site based at various locations across the Royal Parks
Salary:	£27,801-£33,727 per annum, depending on experience.
Terms:	Permanent contract on a full-time basis, 36 hours per week 26 days annual leave plus public holidays, increasing to 29 days after 3 years' service. A pension scheme and healthcare plan are available.

Reporting to:	Assistant Park Manager
Responsible for:	The Horticultural Resource Team
Internal relationships:	Park Manager and Assistant Park Manager, other Royal Parks managers, technical, executive and administrative officers including consultants. The Royal Parks Nursery Manager.
External relationships:	The managers and staff of Landscape Maintenance (LM) contractor, other contractors, concessionaires and suppliers. Members of interest groups, friends of the park, volunteers and park users. Officers of the Metropolitan Police Service, other organisations and external partners involved in the parks.

BACKGROUND

The Royal Parks (TRP) is a charity created in March 2017. We manage over 5,000 acres of diverse parkland, rare habitats and historic buildings and monuments in eight Royal Parks across London. These are: Hyde Park, Kensington Gardens, The Green Park, St James's Park, The Regent's Park and Primrose Hill, Greenwich Park, Richmond Park and Bushy Park. We also manage other important public spaces including Brompton Cemetery and Victoria Tower Gardens. Our eight Royal Parks and other public spaces are among the most visited attractions in the UK with 77 million visits every year.

JOB PURPOSE

Support the Assistant Park Manager (APM) with delivery of horticultural projects and garden development arising from park management plans, including implementing planting plans, pruning works, regeneration projects and habitat creation.

Head Gardeners are being created across the Royal Parks. Primarily an operational role (approx. 80:20 practical to office split), the Head Gardener shall use their strong horticultural focus to lead on planning and implementation of all practical ornamental horticultural operations and some conservation duties, delivered through a Horticultural Resource Team (HRT) of gardeners, apprentices, and volunteers.

Developing this new role to bring a well-rounded approach to horticulture, the person shall deliver key objectives of the Royal Parks charity as our future landscape strategy develops.

MAIN DUTIES/RESPONSIBILITIES

1. Plan and deliver all day-to-day aspects of practical ornamental horticultural maintenance, presentation, and cyclical works.
2. Maximise the visitor experience by ensuring excellent horticultural standards are maintained.
3. Keep digital and written plant and planting records up to date and ensure plant collections are correctly identified, labelled, and interpreted where necessary.
4. Support the APM to plan, procure and deliver seasonal and permanent planting schemes and horticultural projects.
5. To propose ideas and assist with the practical horticultural implementation of TRP initiatives and programmes, e.g. Biodiversity and Sustainability, Green Flag/Green Heritage.
6. Reporting pest issues to the wildlife officer upon discovery.
7. Take a practical lead on Biosecurity responsibilities relevant to those horticulture resource areas of work.
8. Provide updates and photographs related to the delivery of practical horticulture.
9. Undertake or oversee occasional pesticide application for the control of bracken and other invasive plant species where necessary.
10. Monitor and engage with the horticulture resource gardeners and apprentices to ensure work schedules are completed in a timely manner, to a high-quality standard and ensuring that safety standards are followed at all times.
11. Provide leadership, guidance and motivational support to the horticulture resource gardeners and apprentices to instil a positive working environment and drive-up quality output in an efficient manner.

12. Assist in the recruitment, selection, training, and induction of horticultural volunteers in conjunction with the Volunteering Team, APM and other stakeholders/ partnership groups as required.
13. Assist the APM in planning, developing and evaluating work programmes, training and plant identification for apprentices, trainees and volunteers.
14. Act as the main day to day operational point of contact and support for a diverse range of volunteers (and carers) including issuing practical tasks to suit abilities, daily catchups, motivating and developing the team.
15. Participate in the planning and delivery of volunteer and apprentice recognition events such as recruitment days, awards ceremonies, masterclasses, horticultural tours etc. Working with colleagues as required.
16. Assist in the delivery of high-quality community, corporate and stakeholder volunteer days through supporting the APM and Volunteering Team on project plans, delivering risk assessments, and purchasing tools and equipment.
17. Attend LM contract meetings, team meetings, and other meetings as and when required. Report back on progress against horticulture resource team work schedules, report issues and escalate where necessary, demonstrating clear communication and accountability.
18. To support the contract administration and monitoring of the horticulture resource element of the LM contract through the completion of the horticultural Key Performance Indicators, undertaking quality checks of work undertaken, reporting, and recording of attendance and providing technical support to TRP colleagues.
19. Supply and maintain sufficient hand tools, PPE and other equipment for the gardeners, apprentices, and volunteers. Suggest ideas for the development of sustainable resources to the APM.
20. Produce monthly roundup emails for the horticultural volunteers and assist with contributing information for other marketing/ promotional material as needed, working closely with the Volunteer Team and Communications Team.
21. To be aware of their responsibilities as described in the Health & Safety Manual and summarised in the Health & Safety Handbook and in particular to implement the policy in their area of responsibility ensuring all staff, contractors and volunteers comply with Health & Safety regulations when working in the park.
22. Be aware of safeguarding children and adults at risk and follow TRP Policy.
23. To respond directly to face-to-face enquiries from members of the public and stakeholders whilst performing duties in the park.
24. Report defects and incidents observed in the park, carry out incident investigations and write reports. Follow up as required.
25. Be a team player and provide support to the park management team, as well as the wider TRP team as and when required. The Head Gardener may be required to cover other sites on an ad hoc basis, during periods of absence.
26. Carry out other relevant duties that may be agreed with the Line Manager from time to time. Some out of hours working is required during evenings and weekends. Please note The Royal Parks applies a 'time off in lieu' policy.

PERSON SPECIFICATION

Selection criteria	Essential / Desirable
Qualifications	
<ul style="list-style-type: none"> Formal horticultural qualification e.g. National Certificate in Horticulture, National Diploma, NVQ Level 3 (amenity horticulture) or RHS 	E
Experience	
<ul style="list-style-type: none"> Experience in using MS office package including Outlook, Excel and Word 	E
<ul style="list-style-type: none"> Demonstrable practical horticultural experience, ideally in a public park or publicly accessible garden. 	E
<ul style="list-style-type: none"> Experience of working in a heritage park or garden 	D
<ul style="list-style-type: none"> Experience of working with volunteers, particularly in a horticultural environment. 	D
<ul style="list-style-type: none"> Writing risk assessments 	E
<ul style="list-style-type: none"> Visual Tree Inspection 	D
Skills, knowledge and ability	
<ul style="list-style-type: none"> Good knowledge of Health & Safety in the workplace 	E
<ul style="list-style-type: none"> Practical knowledge of COSHH regulations 	D
<ul style="list-style-type: none"> Good knowledge of horticultural plant and machinery operations 	E
<ul style="list-style-type: none"> Skilled in carrying out a range of practical horticultural activities 	E
<ul style="list-style-type: none"> Excellent plant knowledge, particularly around shrubs, herbaceous and seasonal bedding. 	E
<ul style="list-style-type: none"> Financial awareness towards staffing, overtime, tools & equipment and other TRP property. 	E
<ul style="list-style-type: none"> Excellent leadership, motivational and communication skills 	E
<ul style="list-style-type: none"> Excellent organisational and forward work planning skills 	E
<ul style="list-style-type: none"> A 'can do' approach to work and relationships with others 	E
Other	
<ul style="list-style-type: none"> Commitment to The Royal Parks' values of being responsible, excellent, inclusive, open and respectful. 	E
<ul style="list-style-type: none"> Commitment to continuous learning within the field of horticulture. 	E
<ul style="list-style-type: none"> Full driving licence 	E
<ul style="list-style-type: none"> First Aid Certificate 	D