

**Assistant Nursery Manager – Hyde Park**

**JOB DESCRIPTION**

**Job title**: Hyde Park Assistant Nursery Manager

**Based**: Hyde Park Plant Nursery, Hyde Park London W2 2UH, with some travel to all parks

**Salary**: £41,551 to £50,221 per annum, depending on experience

**Terms**: 36 hours per week.

26 days annual leave [pro rata] plus public holidays [increasing to 29 days after 3 years’ service].

A pension scheme and healthcare plan are available.

**Reporting to:** Hyde Park Nursery Manager

**Responsible for:** Nursery Supervisor, 12 skilled and semi-skilled nursery operatives. 2 seasonal contract drivers.

**Internal relationships:** TRP Directors,Park Managers and teams, Head Gardeners, Parks Services Staff, Learning Team, HR staff

**External relationships:** Volunteers, nursery suppliers, landscape maintenance contractors, park stakeholders, other TRP contractors.

**BACKGROUND**

The Royal Parks 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**

To work under the management of the Hyde Park Nursery Manager, line managing a team of 12 staff and 1 supervisor to deliver the diverse seasonal bedding requirements of The Royals Parks, overseeing all growing and despatch functions.

To effectively manage systems and resources on a day to day basis to produce high quality crops at the right time, by directing, specifying, monitoring and giving technical guidance.

The total growing area is 8,200 square metres, producing 450,000 plants per year with an annual value of £1,000,000.

**MAIN DUTIES/RESPONSIBILITIES**

1. Manage the nursery team by overseeing the allocation of tasks, shift rotas, overtime and line management responsibilities. Assist in the recruitment of new members of staff as and when required. Oversee the performance management of the team.
2. Identify and progress staff training and development needs (involvement in performance management reviews/disciplinary procedures as necessary).
3. Assist in the development of the Excel based production list each season and update it with stock levels, crop progress and locations as and when required. Liaison with the park teams on substitutions and other technical issues related to production.
4. Control the flow of stock through the nursery, overseeing the records and updating accordingly. Management of recording and issuing plant passports.
5. On call responsibilities to attend the nursery site out of hours as required.
6. Assisting in the day to day management of the nursery budget and keeping financial records up to date, in accordance with TRP finance policies.
7. Purchasing of nursery materials, seeds, cutting raised material and other plants required for nursery production. Being proactive on suggesting new products to introduce, especially with sustainable growing in mind.
8. Oversee production and plant health with respect to temperature control / moisture / pests and diseases. Take a lead on biosecurity measures.
9. Overseeing that all growing environments are effectively controlled, and crops manipulated to ensure timings and targets are achieved, and waste percentages reduced.
10. Operation and troubleshooting of the automatic irrigation and ensure all resources are used efficiently such as compost, pots, oil, electricity, water etc. Follow up on maintenance issues with the appropriate contractor.
11. Carrying out regular crop walks with the supervisor to identify cultural requirements, irrigation control, maintain plant health and hygiene. Organise and oversee solutions to issues identified.
12. Manage the logistics around plant despatch and deliveries. Including assisting in the production of delivery schedule, label printing, delivery note production and scheduling the drivers. Use of the bespoke ‘Blossom’ system to print off orders, pick lists and delivery notes.
13. Assist the specialist contractor in delivering the maintenance (PPM) of the watering system, vent systems, heaters, greenhouse cleaning etc. Be knowledgeable on the use of the systems and report faults accordingly.
14. Assist in volunteering, apprentice and nursery masterclass activity at the nursery. Providing them with task allocation, daily briefings, advice, mentoring and following up on H&S matters where identified.
15. Provide technical / plant advice to colleagues and external partners where necessary.
16. Oversee the hygiene and cleanliness of the nursery and follow up on any deficiencies.
17. Ensure the nursery is managed in line with TRP biosecurity policies
18. Ensure the nursery is managed in line with TRP sustainability policies
19. Monitor and ensure safe systems of work. Provide input into risk assessments for new activities and assist in the review of existing risk assessments on an annual basis.
20. Report all incidents and accidents promptly & participate in H&S meetings where required.
21. Ensure all chemical logs are kept in good order and according to regulations.
22. Ensure visitors & temporary staff are aware of necessary health and safety measures.
23. Assist in guided tours of the nursery and community engagement opportunities.
24. Assist in other TRP projects and initiatives as the opportunities arise.

**PERSON SPECIFICATION**

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| **Selection criteria** | **Essential / Desirable** |
| **Qualifications** | |
| * Horticulture to HND level or equivalent | **D** |
| * Full driving licence | **D** |
| **Experience** | |
| * Production horticulture (ideally seasonal bedding) | **E** |
| * Line management/ managing a team of operational staff | **E** |
| * Working in a fast-paced production environment | **D** |
| * H&S - writing & reviewing risk assessments, undertaking H&S checks & toolbox talks | **E** |
| **Skills, knowledge and ability** | |
| * Computer literate, able to use office software – Word, Excel, Outlook, bespoke systems | **E** |
| * Strong customer service skills | **D** |
| * Excellent people management skills | **E** |
| * To be able to work effectively and prioritise work with minimal supervision | **E** |
| * Good communication and team building skills | **E** |
| * Organisational skills in a complex environment | **E** |
| **Other** | |
| * Commitment to The Royal Parks’ values of being responsible, excellent, inclusive, open and respectful. | **E** |
| * Willing to be part of an on-call out of hours rota if required | **D** |

The Royal Parks is committed to creating a diverse and inclusive workplace and is an equal opportunity employer. Successful candidates will be appointed on merit and we encourage applications from candidates from all backgrounds.