Job Description

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<tr>
<th>Job title:</th>
<th>Head Gardener</th>
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<td>Department:</td>
<td>Gardens</td>
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<td>Location:</td>
<td>60% of work will be outdoors on the College campus and nearby College external properties, including President's Lodge.</td>
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<td>Purpose of role:</td>
<td>Promote, maintain and develop a high-quality College garden for the enjoyment of its Fellows, Students, Staff and Visitors.</td>
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<td>Line manager:</td>
<td>Deputy Bursar</td>
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<td>Line manages:</td>
<td>Deputy Head Gardener, Assistant Gardeners (2), Trainee and Volunteers.</td>
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<td>Salary Band:</td>
<td>Band 5</td>
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<td>Hours:</td>
<td>Full time - 37.5 per week with some evening and weekend work necessary from time to time.</td>
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<td>DBS check required?</td>
<td>Yes □ No □ IF YES, Basic □ Standard □ Enhanced □</td>
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Overview of the role

The gardens at Murray Edwards are an award-winning, distinctive and active part of College life. Unlike many other Colleges, the gardens at Murray Edwards are designed with holistic living in mind, where our students, Fellows, Staff and visitors can walk on, relax in and enjoy the gardens freely. The College intends to build on this distinctiveness by ensuring the gardens contribute even more fully to the well-being of those who are part of our community, by promoting the gardens to the wider world and by ensuring the gardens play a key role in the College’s sustainability strategy.

Key responsibilities of the role are:

- Maintain and develop the College’s distinctive gardens
- Manage, support and develop the Gardens team
- Communicate the value of the College’s Gardens internally and externally
- Work cohesively and collaboratively with all College departments
- Manage the Garden’s budget effectively, ensuring value for money at all times

Main duties and responsibilities:

Gardens:

- Provide both strategic and tactical design and development plans for the garden for consultation with Gardens Committee and/or the Deputy Bursar, taking into account liaison with professionals including Architects, Landscape Architects, Contractors and Planning Authorities especially the City Arboriculture md Landscape Departments as appropriate
- Strategic concepts consider 3-5 years ahead e.g. interactive garden, Biodiversity, garden designs.
- Tactical designs consider 1 year ahead. Winter projects e.g., wildlife pond and wild flower meadow. Integrating landscape design with building and reinstatement (e.g. after maintenance projects)
- Help develop, promote and manage an Environmental Strategy to include Biodiversity and current legislation (eg use of water, chemicals, composting and recycling) working with other
Departments especially Kitchens and Maintenance, and in conjunction with the Art Curator, manage artefacts within the Garden preserving and placing sculptures and other activities.

- Minimal use of chemicals and pesticides
- Use of plants based on their ecological needs resulting in low maintenance planting (the northern perennial plant movement) though small areas of intensely coloured tender perennials are cultivated for late season displays
- Promoting environmental management by working with other departments e.g. using our herb and vegetable garden, orchards, cut flowers and College honey
- Encourage students and cleaners to use the herbs, fruit, vegetables and cut flowers
- Carry out greenhouse work to supply the gardens with a greater volume and diversity of plant species. These include; seed sowing, taking cuttings, lifting and splitting, watering, potting up, prickling out seedlings.
- Provide cut flowers on occasions
- Carry out composting
- Recycling
- Using and recycling materials where possible e.g. taking wood from skips, making chipped bark for mulch, compost making, propagating plants, saving topsoil

Staff management:

- Lead and manage the Gardens team to work as a cohesive team and share workload so that jobs are carried out quickly and effectively. These include; grass cutting, strimming, edging, weeding, pruning climbers, bulb planting, sod cutting, lawn preparation, meadow cutting, mulching, digging, tub maintenance, planting out, tying up, minor tree work, composting, sweeping, keeping paths free from snow and ice, leaf clearing
- Monitor, motivate and supervise the performance of the Gardens team to meet the needs, aims and objectives of the department.
- Undertake performance management responsibilities including the setting of performance objectives and performance reviews
- Communicate College information with the Gardens team to ensure they are kept updated with news and important information.
- With HR support, recruit, induct and train new members of the Gardens team.
- Ensure that the Gardens team are given ongoing learning and development opportunities.

Budgets:

- Compile budgets and prepare costings for all the Gardens Department activities and expenditure for the coming year for Budget Committee.
- Manage and get the best value from the budget set annually by the Budget Committee.
- Keep necessary records.

Communications:

- Carry out PR activities as appropriate and with the media ie Gardeners Question Time on Radio Cambridgeshire, and the Press, or on the College Website.
- Take garden tours, in particular for the Alumnae and as part of activities run within the College.
- Communicate effectively with team and colleagues in the College and beyond.
- Maintain good relations with College neighbours.
- Act as Secretary to Gardens Committee and attend relevant College meetings

Health and Safety:
• Ensure all relevant Health and safety legislation is adhered to, ensuring national and other safety regulations relating to tools, machinery, equipment and chemicals are complied with as working practices.
• Carry out and keep up to date risk assessments on behalf of the department and COSHH Assessments as needed.
• Ensure the Gardens team are fully trained in all aspects of Health and Safety as defined by College Policy and Risk Assessments.
• Ensure all tools and machinery are maintained regularly and are in a safe condition.
• Ensure litter in the Gardens is cleared up promptly
• Act as Fire Warden and report all security issues to the Porters' Lodge promptly and report all accidents in the accident book.
• Be or appoint a First Aider within the team and ensure training up to date.

The Gardening Year takes broadly the following form:

January to April
Continue project work, systematic cutting down, weeding and mulching of perennial beds, planting out, propagation, lawn preparation, snow and ice clearing, litter picking, greenhouse work.

April to October
Grass cutting, hedge cutting, planting out tender perennials, collecting and sowing seed, taking cuttings, sweeping and preparing for college events, watering and tying up tender plants, edging, trimming trees, cutting wheat, cut and rake meadows, systematic cutting down and weeding of perennial beds, strimming x2 (includes weekend rota for watering).

October to January
Heavy work such as leaf clearing, lifting tender perennials, bulb planting, tree and shrub pruning, start of systematic cutting down, weeding and mulching of perennial beds, greenhouse work, snow and ice clearing, litter picking.

Project work i.e. digging pond and Grove Lodge Garden and landscape.

Winter work can be especially heavy; handling bulk materials and leaves.
## Person Specification

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<th>Qualifications:</th>
<th>Essential</th>
<th>Desirable</th>
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| **Skills, knowledge and experience:** | • competence in all horticultural skills  
  • an innovative approach to the development of the gardens  
  • Sound plant knowledge is essential  
  • Competence in all horticultural skills | • experience of managing substantive gardens in a similar role  
  • Experience of supervising and managing others |
| **IT skills:** | • Good knowledge of Microsoft office applications | |
| **Personal attributes:** | • Passionate Gardens professional committed to excellence  
  • Clear Communicator with good listening skills  
  • A manager that leads by example, is supportive, giving clear, purposeful direction  
  • Be a present and communicative leader to the team and across College  
  • Demonstrate initiative, tolerance, adaptability and flexibility with changing demands and requirements of the role | |