

## Gardener

### Job Description and Person Specification

|                                                                                                      |                                             |                  |                     |
|------------------------------------------------------------------------------------------------------|---------------------------------------------|------------------|---------------------|
| Directorate:                                                                                         | Environment                                 | Service:         | Parks & Open Spaces |
| Responsible to:                                                                                      | Area Team Leader                            | Responsible for: | None                |
| Grade:                                                                                               | 3/4                                         |                  |                     |
| Location:                                                                                            | Copse Road Depot or other operational areas |                  |                     |
|                                                                                                      |                                             |                  |                     |
| Job Purpose:                                                                                         |                                             |                  |                     |
| To assist the area team leader in the day to day maintenance of landscaped areas within the borough. |                                             |                  |                     |

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| <b>Key Tasks &amp; Responsibilities:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>To work effectively within the team to meet the standards required within the borough's Parks, Open Spaces and Cemeteries.</p> <p>To ensure safe effective use of equipment including portable appliances, hand tools, plant and machinery.</p> <p>To carry out all duties pursuant to the maintenance of the Councils Parks, Open Spaces and Cemeteries.</p> <p>To provide a uniformed presence whilst undertaking duties.</p> <p>Any other duties commensurate with the post.</p> |

## Corporate Responsibilities:

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.
- To support the delivery of the Council's Climate Change Strategy and Action Plans to achieve net zero in 2050.

| QUALIFICATIONS                                                                                             | ESSENTIAL/<br>DESIRABLE | ASSESSMENT METHOD     |
|------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------|
| NVQ level 2 in Horticulture or must have significant knowledge and experience of grounds maintenance works | <b>Desirable</b>        | Application/Interview |
| IOSH Working safely or equivalent                                                                          | <b>Desirable</b>        | Application/Interview |
| PA1 & PA6a Pesticide Application                                                                           | <b>Desirable</b>        | Application/Interview |

| SKILLS                                                                            | ESSENTIAL/<br>DESIRABLE | ASSESSMENT METHOD     |
|-----------------------------------------------------------------------------------|-------------------------|-----------------------|
| Understanding of good practice in customer care                                   | <b>Essential</b>        | Application/Interview |
| Knowledge of and ability to use a range of grounds maintenance equipment i        | <b>Essential</b>        | Application/Interview |
| Ability to operate ride on mower across the borough including highways and verges | <b>Desirable</b>        | Application/Interview |

|                                                         |                  |                       |
|---------------------------------------------------------|------------------|-----------------------|
| Understanding of fine turf and sports pitch maintenance | <b>Desirable</b> | Application/Interview |
|---------------------------------------------------------|------------------|-----------------------|

| <b>EXPERIENCE</b>                                               | <b>ESSENTIAL/ DESIRABLE</b> | <b>ASSESSMENT METHOD</b> |
|-----------------------------------------------------------------|-----------------------------|--------------------------|
| Previous experience in the maintenance of Parks and Open Spaces | <b>Essential</b>            | Application/Interview    |

| <b>ADDITIONAL REQUIREMENTS</b>                                                                        | <b>ESSENTIAL/ DESIRABLE</b> | <b>ASSESSMENT METHOD</b>    |
|-------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------|
| Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues | <b>Essential</b>            | Application/Interview       |
| Regular and Reliable Service                                                                          | <b>Essential</b>            | Application/Interview       |
| Demonstrate behaviours that support our values                                                        | <b>Essential</b>            | Interview                   |
| Sufficiently physically mobile to undertake duties.                                                   | <b>Essential</b>            | Application/Interview       |
| Current valid full driving licence                                                                    | <b>Essential</b>            | Application Form/ Interview |

**Our Values are key to delivering our vision, plans and strategies.  
All Behaviours listed are essential to the post.**

|                                                                                     |                                                                                     |                                                                                      |                                                                                       |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|  |  |  |  |
| <b>Professional</b>                                                                 | <b>Innovative</b>                                                                   | <b>Collaborative</b>                                                                 | <b>Customer focused</b>                                                               |
| In being professional we...                                                         | In being innovative we...                                                           | In being collaborative we...                                                         | In being customer focused we...                                                       |

|                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                           |
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| <ul style="list-style-type: none"> <li>• Have pride in how we represent the council</li> <li>• Treat people with respect and consideration</li> <li>• Are conscientious and carry out our work to a high standard</li> <li>• Carry out our work activities in an honest and ethical manner</li> </ul> | <ul style="list-style-type: none"> <li>• Proactively embrace change and learn from our mistakes</li> <li>• Challenge and constructively question existing processes</li> <li>• Make best use of our resources to provide excellent services</li> <li>• Encourage creative thinking with colleagues and peers</li> </ul> | <ul style="list-style-type: none"> <li>• Communicate effectively with colleagues and stakeholders</li> <li>• Develop productive relationships and achieve the best results</li> <li>• Recognise and embrace the knowledge and skills of others.</li> <li>• Embrace the concept of one team one council and all work together</li> </ul> | <ul style="list-style-type: none"> <li>• Strive to provide excellent services</li> <li>• Understand our customers' needs and consider things from their perspective</li> <li>• Effectively communicate and manage expectations</li> <li>• Actively seek ways to maximise customer satisfaction</li> </ul> |
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### Special Conditions:

(e.g. Weekend work, shift allowance, car/mileage allowance)

- The council operates a strict non-smoking policy.
- Occasional out of normal working hours is a requirement.
- The service operates to seasonal working hours.
- Progression to Grade 4 will be subject to obtaining a Level 2 Diploma in Horticulture or demonstrating sufficient knowledge, skills and abilities in Grounds Maintenance as determined by the Council.

Prepared by: R Brocklebank

Date: September 2026

Post Holder Signature:

Date: