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| Somerville CollegeUniversity of Oxford [www.some.ox.ac.uk](http://www.some.ox.ac.uk) | U:\College Coat of Arms\250-college-herald.jpg |

### Further Particulars

### Head Gardener

**(Ref 900331)**

We are looking for a self-motivated individual to manage and maintain to a high standard the gardens and grounds within the College curtilage and College houses. This is a hands-on supervisory position working alongside other garden staff.

**About Somerville College**

Somerville is a forward-looking and adventurous College with a reputation of openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students, and is a friendly and diverse place which provides access to research, learning and the pursuit of excellence in all that we do. The current community comprises approximately 620 undergraduate and graduate students, many of whom live on site, and around 200 academic and support staff as well as a host of visiting academics, former members, conference and bed and breakfast guests.

**Garden Organisation Chart**

**Main Duties**

For further information about the College, please visit [www.some.ox.ac.uk](http://www.some.ox.ac.uk/)

* Plan, oversee, and work alongside other College Staff in the maintenance of the College gardens and landscapes, liaising with the Estates Manager as required.
* Recommend and design new areas or redevelopment of existing areas, in consultation with the Estates Manager.
* Develop and promote the gardens and landscapes throughout the year, responding appropriately to the impact of new buildings, maintenance schedules and College events.
* Work with the College departments as needed in order to plan and prepare the College grounds and gardens for College events, such as the Gaudy, balls, National Garden Scheme openings, and the annual firework display.
* Liaise with the Estates Manager to agree the annual Gardening budget. Authorise and oversee the ordering of supplies within budget and authorisation constraints.
* Produce termly reports of the gardens for the Treasurer, Governing Body and Estates Manager.
* Organise regular seasonal planting and maintenance including borders and hedges.
* Manage and maintain all garden and landscaping equipment to the necessary regulatory standards, assessing the need for specialist maintenance or contractors as needed.
* Ensure all necessary staff are sufficiently trained and qualified to operate machinery.
* Ensure risk assessments, method statements, pesticide records and COSHH data sheets are properly prepared and recorded for all duties carried out by the Gardeners.
* Consult with the kitchen to plan and maintain a herb garden for culinary use.
* Manage the use of pesticides, weed killers, ensure these are used judiciously and in line with current or new legislation, risk assessments, method statements and COSHH sheets.
* Manage the disposal of garden waste in appropriate, statutory and environmentally conscious methods.
* Organise and respond to ad-hoc garden maintenance requests in College and college-owned properties. This is done via a site wide service desk system linking all departments.
* Oversee the care of the lawns, ensuring they are presentable at all times and protected where necessary.
* Manage the greenhouse: organise annual seed sowing, pricking out seedlings, taking cuttings, potting and planting out, and other propagation as required. Tend to bulbs, construct cold frames and frame tops and undertake weekend watering as required.
* Ensure paved areas, paths and steps are kept clear of hazards caused by winter conditions that cause slippery surfaces. Ensure salt is applied in winter to ice, and the power washer is used to clean paths. (Note: Lodge staff undertake salting of paths in the evenings and at weekends)
* Manage and provide the regular tending of indoor plants and supply of spring flowering bulbs to offices.
* Liaise with College and contractors when arranging for work to be carried out in College and in College houses. Ensure that tenants in College houses are contracted to arrange for access for the work to be done.
* Ensure that all duties carried out by the gardeners adhere to the College’s Health and Safety Policy.
* Organise the ordering, erection and removal/disposal of the College Christmas tree(s) and lights to be put up on outside trees.

**Selection Criteria**

***Essential***

* Experienced with landscaping, garden design and planting schemes, ideally including in communal spaces.
* Good standard of literacy and numeracy.
* Experience of working to budgets and deadlines.
* Recent management or supervisory experience.
* Able to communicate and work effectively within a larger team.
* Pro-active and flexible approach to ensure operational needs of the College.
* Good working knowledge of Health and Safety requirements related to gardening and landscape maintenance.
* Physical fitness required to undertake the role (e.g. lifting and carrying equipment, climbing and carrying ladders).
* Sound basic IT skills, familiar with Microsoft Outlook, Word and Excel (training would be available).
* Experience of operating and basic maintenance of garden machinery.
* Driving licence – able and willing to drive the College vehicle.

***Desirable***

* NVQ Level 3 Horticulture or equivalent.
* Nursery and propagation knowledge.
* Knowledge and experience of pest control.
* Experience of working in a College or similar environment.

**Terms and conditions**

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute the contract of employment.

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| **Duration** | This is a permanent, full-time post and will be dependent on satisfactory completion of a six-month probationary period. The appointment will be made subject to satisfactory employment checks as detailed below under ‘Pre-Employment Screening’. |
| **Salary** | The salary range for this post is between £25,266 - £28,419 for 37.9 (average) hours per week, which is aligned to Band 5 of the Somerville College salary scale for support staff. The College pay spine is uplifted for cost of living on a regular basis, normally annually. |
| **Hours of Work** | Normal hours of work will be 37.9 on average per week, Monday to Friday. |
| **Holiday Entitlement** | The post holder will be entitled to pro-rata of 36 days holiday a year inclusive of 8 public holidays. Agreed College closure days will be deducted from the leave entitlement. |
| **Pension** | The post holder will be eligible for membership of a contributory Group Personal Pension scheme, from the commencement date of the appointment (subject to age requirements). |
| **Life Assurance** | College Employees are covered by free life assurance for the duration of their employment (subject to age requirements). |
| **Meal Entitlement** | A meal on duty will be provided free of charge. |
| **Sickness Benefit** | A maximum of (pro-rata) six weeks’ sick pay at full pay, calculated in any rolling twelve month period, subject to satisfactory notification of absence and production of medical certificates. |
| **Employee Assistance Service** | A confidential 24/7 telephone advisory and counselling service is available to all College employees and their family members who live in the same household. |
| **Childcare** | Somerville runs a small on-site Nursery. College employees may choose to enter a childcare salary sacrifice scheme (under the Income & Corporation Taxes Act 1988), which allows tax and national insurance exemption for this benefit. |
| **Training** | The College will support the post holder to undertake any relevant training to enhance his or her work performance, and financial support for these development activities will be provided where appropriate. |
| **Smoking policy** | No smoking or vaping is allowed in any part of the College. |
| **Parking** | On-site parking facilities are not available. |
| **Application Procedure**  **Your application should comprise**   1. **A completed application form (including a hand-written personal statement and details of at least 2 referees)** 2. **A curriculum vitae (CVs submitted on their own will not be considered)** 3. **An Equal Opportunities Monitoring form**   Email your completed application form to: [recruitment@some.ox.ac.uk](mailto:recruitment@some.ox.ac.uk) please quote vacancy reference 900331 in the heading  Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used to monitor the effectiveness of the College’s Equality and Diversity Policy and helps the College to meet its duties under the Equality Act 2010.  Communication regarding the status and outcome of your application will be made via e-mail.  **The closing date for completed applications is 10a.m. on Friday, 6 September 2019.**  **It is anticipated that interviews will be held in week commencing 16 September 2019.** | | |

**Equal Opportunities statement**

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. Entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

**Data Protection**

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College’s Data Protection Policy.

**Pre-employment screening**

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements.

# Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.**

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

# References

You are asked to give us details of two people who have agreed to give a reference for you. If you have previously been employed your referees should be people who have direct experience of your work through working closely with you for a considerable period. If you have been employed, at least one of your referees should be your formal line manager from your most recent job. It is helpful if you can tell us how each referee knows you and your referees should not be related to you. Your referees will be asked to comment on your suitability for the post, to provide details of the dates of your employment, and of any disciplinary processes which are still ‘live’.

**We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.**

# Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre‑employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:

1. assess the candidate's medical capability to do the job for which they have applied:
2. determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have
3. ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.

August 2019