

Keswick Town Council

Job Description – July 2017

Job Title	Senior Gardener	Salary	£20,661 per annum for 37 hour week (SCP22)
Department	Keswick Parks	Hours	37 per week
Reporting to	Parks Manager	Working Pattern	5 days per week. Hours to be worked flexibly to meet the needs of the parks to include occasional weekend working

The Council

Overview

Keswick Town Council is sole trustee of Fitz and Hope Parks with a remit to provide and maintain the public parks and recreation grounds for the use of the inhabitants and visitors of the town of Keswick as 'pleasure grounds and places of recreation'.

Hope Park – A Brief History

Hope Park, strategically located between town centre and lake, was donated to the town in 1925 by Sir Percy Hope. The land was previously an area for the grazing of horses which were used to transport charabancs from Keswick Railway Station to the various hotels in the town.

The Park was opened as a golf course on the 27th May 1927 by Mr J H Taylor, who was the British Golf Champion at that time.

After the death of Sir Percy Hope OBE in 1974 the Hope Park Charitable Trust took over the running of the park in his memory.

Fitz Park – A Brief History

The Fitz Park Trust was established in April 1882 by a group of eminent local people, one of whom is remembered (H I Jenkinson) on the main gateway in Station Road.

Over 28 acres of riverside and land was bought for £7,049, then a considerable sum. A competition for the design and landscaping of the area was organised, with Upper Park to be a formal garden and games area, and the much larger Lower Park to be largely left as an open recreational area.

The basic layout of Fitz Park has not changed significantly to this day, the only addition being the triangle of land across the River Greta, gifted to the Trust in 1923 and named after its donor, J B Wivell.

Job Purpose

To work under the instruction of and support for the Parks Manager in the day to day management of other parks staff, you will be required to ensure that the highest professional horticultural standards are maintained so that Keswick Parks and open spaces are maintained and presented for safe use by all park users and visitors.

Main Duties & Responsibilities

- To support the parks manager and other parks staff in the implementation of long term development for the town's parks and open spaces. This may include carrying out improvements to hard and soft landscaping, plant production, bedding displays and tree care.
- To assist the parks manager in the production, and assist in management of the implementation of an annual works programme in order to meet deadlines and targets. The agreed programme may be reviewed as and when required to allow for unforeseen circumstance or inclement weather.
- To lead by example a continuous high standard maintenance work ethic for play & recreation areas, open spaces, and floral displays including buildings, paths, boundaries and furniture.
- To assist the park manager and be responsible to ensure accurate records are kept in accordance with legislation, good practice or Keswick Town council procedures for maintenance to all vehicles, machinery and equipment.
- To take a key role in day to day maintenance and setting of all vehicles, machinery and equipment in good working order and assisting with the repair and replacement scheme.
- To ensure that all parks staff maintain work buildings in a clean and tidy condition and defects reported through to the parks manager immediately
- To oversee effective minimisation of downtime from machinery failure or staff absence on a day to day basis
- To assist, or carry out under instruction by, the parks manager with information gathering or completion of paperwork for investigations of incidents either to a member of the public or staff
- Support the Parks manager when necessary in investigation or disciplinary action involving a member of staff. This may also include informing and completion of paperwork to regulatory bodies if the incident is of a serious nature.
- To assist the parks Manager with the induction and training of all parks staff, suggesting objectives and assisting with managing work and performance of other parks staff.
- On occasion the senior gardener may be required to assist the Parks Manager by carrying out staff appraisals.
- To ensure all parks staff, under their day to day management, adhere to Keswick Parks Health and Safety Policy and highlight to the parks manager any areas for improvement to health and safety in relation to operational tasks.
- To ensure the implementation of floral displays within agreed timescales.
- To maintain existing and future facilities at Hope Park, Fitz Park, Townsfield, War Memorial and Town Council offices and open spaces
- To support the Parks Manager in the commercial development of the Parks
- To take part in the weekend cover for litter pick and all daily inspections required, and to suggest any changes required in the current systems to ensure efficient use of parks staff time and resources.
- To perform other duties and tasks as may be required which are equivalent to the level of responsibility and skill set of the role.

Other Special Notes or Conditions

- The post holder will be expected to work within policies and procedures as set out in council policies or as determined by the line manager; however, there will be occasions when the post holder will be expected to use their initiative and discretion in providing a high standard of service to service users and members of the public
- The post holder will be expected to contribute to service development especially where they will be responsible for its delivery
- This job description only contains the main duties relating to the post
- In accordance with the current Health & Safety at Work Act, to take reasonable care for the health and safety of yourself and of others

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Person Specification – July 2017

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Assessment Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A minimum of 5 GCSEs at grade C or equivalent, 2 of which must be Mathematics and English Language • Recognised qualification in horticulture/forestry (Minimum BTEC Level 3 or NVQ Level 3 or higher) 	<ul style="list-style-type: none"> • A recognised First Aid qualification
Work related experience and associated vocational training	<ul style="list-style-type: none"> • Experience of supervising parks staff including gardeners / grounds maintenance staff • At least 3 years' experience in the above sector 	<ul style="list-style-type: none"> • Prior experience of supervising and working with volunteers
Specialist Knowledge	<ul style="list-style-type: none"> • Ability to use Microsoft Office i.e. Word, Excel, Outlook and Internet Explorer • To deliver excellent customer service • Ability to carry out plant husbandry skills • To be familiar with cultural techniques covering flowers, shrubs and trees • Knowledge of the pesticides and fertilisers required for turf maintenance of sports areas 	<ul style="list-style-type: none"> • An understanding of local government

	<ul style="list-style-type: none"> • Horticultural/turf culture knowledge • Experience in horticultural machinery/servicing including tractor related skills 	
Job Related Skills	<ul style="list-style-type: none"> • Full driving licence • Ability to effectively delegate tasks • The ability to think and act quickly when confronted by emergencies • Commitment to Customer Care • Understanding the service user perspective • Good numerical, written & communication skills • Ability to manage conflicting priorities and meet deadlines • Ability to take instruction and to work on own initiative • Team worker • Self-motivated • Receptive to new ideas and change 	<ul style="list-style-type: none"> • Practical ability to deal with walling, paving, fencing, painting and basic building, knowledge of drainage techniques
Other Factors	<ul style="list-style-type: none"> • Ability to work flexibly as part of a team • Ability to maintain confidentiality • Prepared to work outside normal working hours when required • Prepared to undertake any necessary training 	