**Job Profile comprising Job Description and Person Specification**

**Job Description**

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|  **Job Title:** Horticultural Services Officer | **Grade**: Scale 6 |
| **Section:** Estate Services | **Directorate:** Housing & Regeneration |
| **Responsible to following manager:**Ian Harrison, Horticultural Services Manager | **Responsible for following staff:**None |
| **Post Number/s:** | **Last review date:**  |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

The Wandsworth Housing & Regeneration Department has a boroughwide amenity Garden Maintenance Contract covering over 300 separate sites, and the Horticultural Services Officer plays a vital role in monitoring the performance of the contractor carrying out this essential work in our communal gardens, ensuring that the service reaches the expectations of our residents and other stakeholders.

With over 1,000,000m² of garden included on the contract – made up of lawns, shrub beds, hedges, ponds, perennial and annual wildflower meadows and wildlife areas –

there is a wide variety of work to be completed throughout the year, and the successful candidate will switch focus between many tasks as the seasons change.

Reporting to the Horticultural Services Manager, the successful candidate will be tasked with carrying out regular formal inspections and ad-hoc visits, with a responsibility to follow up on any concerns that may arise, and to identify where improvements to the communal gardens can be made.

**Specific Duties and Responsibilities**

Carry out site inspections and produce detailed reports setting out the findings of the visits, making recommendations for both rectifying any failures to meet the

gardening specifications and for estate improvements. Produce statistics on the performance of the contractor for use by the Horticultural Services Manager in formal contract meetings.

Liaise with residents, Council Officers and other stakeholders and ensure that their views help inform and develop the management of the Garden Maintenance Contract. Take the lead role in working with Resident Associations, including developing plans for funding bids from the Small Improvement Budget and accompanying representatives on joint site inspections.

Assist the Horticultural Services Manager in the formulation of spring, autumn and winter planting plans. Price up and issue ad-hoc Works Instructions throughout the year, ensuring that good horticultural practices are followed and works are planned in for the most appropriate season wherever possible.

Make adjustments to site maps to reflect changes to the landscaping of the communal gardens, and issue Variation Orders with up to date and accurate measurements.

Carry out occasional practical gardening and pond maintenance tasks, ensuring all works are carried out in a safe and horticulturally sound manner.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Team structure**

The Horticultural Services team forms part of the wider Estate Services division of the Housing & Regeneration department.

**Person Specification**

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| --- | --- |
|  **Job Title:**  | **Grade**:  |
| **Section:**  | **Directorate:**  |
| **Responsible to:** | **Responsible for:** |
| **Post Number/s:** | **Last Review Date:**  |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by** **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge**  |
| Knowledge of general horticultural principles and garden maintenance | A / I / T |
| Candidates must have a commitment to and clear understanding of equalities issues in so far as they relate to the Council’s responsibility as a service provider | A / I |
| **Experience**  |
| Experience of working in a horticultural role is desirable but not essential | A / I |
| Experience of contract monitoring is desireable but not essential | A / I |
| **Skills**  |
| Candidates should be literate and numerate with good verbal and written communication skills | A / I |
| Ability to work in partnership with a range of different and diverse groups and to be able to communicate effectively with residents and other stakeholders | A / I |
| Ability to interpret contractual specifications and ensure works are completed to the correct standards, resolving any issues that may arise where this is has not been the case | A / I |
| Demonstrate the ability to work unsupervised whilst organising and prioritising own work effectively | A / I |
| Candidates should have good IT skills and knowledge of basic Microsoft Office products | A / I |
| Physically able to carry out daily inspections across a wide range of gardens across the borough, and to carry out minor ad-hoc gardening jobs on occasion | A / I |
| **Qualifications**  |
| Full UK driving license desirable but not essential | C |
| Horticultural qualification desirable but not essential | C |
| **Other Requirements** |  |
| Able to attend occasional early morning or evening meetings | A / I |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**