

## **Job Description**

### **Head Gardener (Abbey Gardens)**

### **Band 4**

The post holder will be principally based at Abbey Gardens but will be required to work at any of the council's sites as required to meet the needs of the service.

The post will report directly and provide support to the Park Manager (Abbey Gardens) also providing cover for when the Park Manager is not present

### **Hours of work**

1929 annualised hours per year on a set rota. You will be expected to work some weekends and hours outside of the normal working day.

### **Key responsibilities and activities**

- In liaison with the Park Manager (Abbey Gardens) help organise and coordinate the day-to-day work of the team in the Abbey Gardens.
- Carry out general maintenance duties such as grass cutting, watering, weeding, hedge trimming, clearing leaves and seasonal planting using appropriate plant and equipment.
- Work closely with the Park Manager (Abbey Gardens) in the planning, management and development of the gardens and other maintained sites this includes ensuring that there is adequate resource deployed to sites security as well as unlocking and locking gates.
- Review and implement the annual site management and work plan in conjunction with the Park Manager (Abbey Gardens) and Parks and Open Spaces Manager
- Provide cover for the Park Manager (Abbey Gardens) in their absence.
- In conjunction with the Park Manager (Abbey Gardens) help coordinate and supervise the work of the Abbey Gardens volunteers.
- Ensure that all tasks and activities are undertaken in accordance with council health and safety procedures including risk assessments, safe systems of work and hand arm vibration (HAVS).
- Emergency first aid trained or willing to undertake the relevant training.
- Provide support for events taking place within the Abbey Gardens.
- To inspect vehicles, plant and equipment prior to use.

- Ensure the site is kept clean and tidy emptying litter bins and carrying out litter picking as required
- Report and where appropriate seek resolutions to issues such as anti-social behaviour which are detrimental to the natural and built infrastructure of the site or to the enjoyment of the garden's visitors.
- Carry out regular patrols of the park and gardens and other sites as directed to ensure that routine safety checks are carried out as required. Provide a friendly and helpful customer interface to members of public visiting the facilities.
- Advise customers on regulations to protect the integrity of the site and its users
- To perform any other reasonable work as required by the Park Manager (Abbey Gardens) and/or Parks and Open Spaces Manager commensurate with the grade.