

Job Description



Job Title	Craftsperson Gardener
Department	Audience Experience –Barbican Centre and Guildhall School - Facilities
Grade	B
Location	Barbican Centre and Guildhall School
Responsible to	Gardening Team Leader

Purpose of Post

To assist the Gardening Team leader with Barbican and Guildhall School gardening services with particular reference to good practice, health & safety, and visitor experience, in accordance with the policies laid down to create a safe and pleasant environment for the public to enjoy.

Main Duties & Responsibilities

Personnel and Team Leader Role

1. To work within the Gardening Team covering all aspects of delivery of service, primarily concerned with those operations required to provide gardening works and good visitor experience to the highest possible standard.
2. To be responsible for creating, maintaining and enhancing productive working relationships within the Gardening Team, with colleagues in Audience Experience, Facilities, Management Team and external agencies.
3. Make recommendations to the Gardening Team Leader for improving work activities where objectives and other requirements are not being met.
4. To carry out your role in accordance with the staff handbook (periodically updated).
5. Assist with and regularly updating a complete inventory of gardening equipment.

6. To ensure that all gardening plant and equipment is effectively used, maintained, stored and supervised.
7. To monitor works carried out by contractors, arranging access and where appropriate liaising with Audience Experience Facilities ,the Events Team, and any other relevant party.
8. To assist with implementing and developing sustainable working practices to meet environmental management systems.
9. To receive deliveries and reconcile goods received against delivery note prior to signing for 'goods accepted'.

Work Planning

10. To provide an effective and efficient gardening service to meet with best practice requirements including design of bedding and best use of seasonal planting, preparation of ground, paving, construction work, grubbing out, planting including trees/shrubs and other general landscaping operations across the Barbican and Guildhall School sites.
11. To assist with implementing approved work programmes for volunteers, apprentices and contractors, providing regular instruction, guidance and briefing in line with the Control of Contractors guidelines.
12. To be responsible for implementing approved work programmes, through effective deployment of staff, materials and transport, providing daily instruction and guidance.

Operations

13. To operationally undertake gardening maintenance works to enhance the general condition of the formal areas of the Barbican Conservatory including:
 - Assist with horticultural operations including formative pruning for a range of plants, annual seasonal bedding operations, pest & disease control, general grass cutting;
 - Assist with general horticultural and grounds maintenance tasks to achieve high standards including, irrigation, maintaining planters, edge reforming;
 - Assist with clearance and maintenance of drains/gulley/ponds overflow;
 - Assist with repair, maintenance and installation of fences, barriers, gates, bollards or bridges;
 - Assist with repair, maintenance and installation of seats, signs, paths and bins;
 - Assist with weed control in internal conservatory and external areas within the Barbican & Guildhall School demise including but not limited to Sculpture Court and Lakeside.

14. To be responsible for undertaking the collection and safe disposal of litter through hand picking and sweeping footpaths so as to keep the Barbican Conservatory in a clean and tidy condition at all times.
15. Undertake regular checking and reporting of the physical infrastructure of the Barbican Conservatory including paths, fences, gates, lighting, notices and other such features.
16. Undertake regular checking and reporting of the physical structures of the Lakeside planting beds, Sculpture Court planting beds and other areas as guided within the demise of the Barbican and Guildhall School.
17. To report other defects/damage on the Barbican Conservatory to Line Manager and the Engineering department as appropriate.

Health and Safety

18. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
19. To have regard in promoting safe practice in accordance with the Health and Safety at Work Act 1974, other relevant legislation, as well as Barbican Centre, Guildhall School and City of London Corporation Policies, Codes of Practice and Guidelines.
20. Make full and proper use of any arrangements, clothing and personal protective equipment provided by the Barbican Centre for self and team.
21. To manage the development, action and maintenance of Risk Assessments, including COSHH assessments for work related activities, equipment and substances, in accordance with the Department's procedures.
22. To assist with promoting safe practice in accordance with current regulations and departmental Safety Policy.
23. To report and where appropriate investigate accidents (including near misses) and incidents in line with Corporate and Divisional procedures.

Visitor Experience and Promotion of Services

24. Attend meetings and working parties as required including those involving external agencies.
25. To welcome and care for people and ensure effective communication providing information and strive to resolve all enquiries/complaints made by users and visitors.

26. To be involved in any events that raise awareness and promote the Barbican Conservatory, including Conservatory tours.
27. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
28. To provide guidance to the roof garden scheme on occasion.
29. To undertake relevant training as part of a learning and development plan agreed with the Gardening Team Leader
30. To occasionally cover for Gardening Team Leader during absence or rest days and report to the Facilities Manager in doing so.
31. To undertake any other duties that may reasonably be requested appropriate to the grade.

Person Specification



Job Title	Craftsperson Gardener
Department	Audience Experience - Facilities, Barbican Centre and Guildhall School of Music and Drama
Grade & Level	B
Trent Position Number	05G0116/001

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Technical Skills / Professional Qualifications / Relevant Education & Training

- Excellent working knowledge of good practice in a professional gardening environment, particularly with regard to temperate and succulent species (A, I)
- Qualified (or willing to work towards qualification in) NVQ Level 3 in Amenity Horticulture or equivalent (A)
- Holder of a PA1/PA6 certificate in the safe use of pesticides and chemicals (A)
- Commitment to delivering excellent customer service (A, I)

Experience Required

Experience in a similar horticultural role is essential. The successful applicant will have worked with a range of plants and preferably ornamental fish, birds and reptiles.(A, I)

Experience of assisting in the practical application of biological controls and pruning programmes.(A)

Confident and approachable manner, able to liaise with other Barbican departments, specifically Event Management. Experience of providing gardening services in an

event-based organisation, particularly where commercial events take place in planted areas (e.g. conservatory, botanical gardens) is desirable.(A, I)

Positive attitude and willingness to take ownership of and overcome challenges, both individually and within a team (A, I)

Other Relevant Information eg. working hours or desirables (only if applicable)

35 hours per week working on a shift rota covering 7 days per week

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

Summary of Terms and Conditions of Employment



This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary for this job is £23,180- £25,930 per annum. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The job is offered on a fixed term basis.

Hours of Work

Normal office hours are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 24 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5 and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

Employee Volunteering Programme

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.

Find out [more](#) about the Barbican Centre