

<b>Post title</b>	<b>Supervisor Gardener</b>
<b>Division / Section</b>	<b>Environment / Parks, Greenspace &amp; Cemeteries</b>
<b>Department</b>	<b>Place</b>
<b>Responsible To</b>	<b>Team Leader</b>
<b>Number of post holders</b>	<b>26</b>
<b>Acting up/ Secondment</b>	<b>No</b>

### **Purpose of Job**

Oversees and carries out horticultural, landscaping and ground maintenance duties to improve Edinburgh's parks, gardens, greenspaces and cemeteries.

Leads and manages the performance of Senior Gardeners, Gardeners and Seasonal/Apprentice Gardeners.

Provides training and instruction in horticultural practice to Senior Gardeners, Gardeners and Seasonal/Apprentice Gardeners.

### **MAJOR TASKS/JOB ACTIVITIES**

Supervises a gardening team undertaking horticultural, landscaping and grounds maintenance tasks.

Contributes expertise to the development of initiatives, plans and policies within own area of expertise and knowledge.

Leads and develops team-working within gardening squad.

Lead in deciding species choice and production levels within the plant nursery.

Undertakes training and instruction of gardening staff as required by the Service.

Monitors the performance of staff being supervised, ensuring that horticultural standards are consistently achieved.

Deputises for other supervisors or Team Leaders as required by the Service.

Identifies and initiates opportunities for operational and horticultural improvement within the duties of the position.

## **Supervision and Management of People (Numbers and type of staff)**

Responsible for the day to day supervision of a specialist horticultural team.

On site the post holder will supervise up to 5 staff to supervise; typically Senior Gardener, Gardener, Seasonal Gardener and Apprentice Gardener posts.

Assist the Team Leader in the development of these staff, including training and instruction as required.

Lead by example and positively promote environmental policies, practices and initiatives including pesticide, peat and waste minimisation initiatives.

## **Creativity and Innovation**

Prepare and implement site management proposals for parks, gardens and greenspaces, including cemeteries, schools and other Council properties.

Implement operations to deliver horticultural standards.

Design and prepare training courses and assessments which enhance and develop horticultural skills.

Be responsible for the delivery of Council policies and service improvement initiatives and provide appropriate performance information.

Contribute to the development of, and ensure the implementation of, Parks Quality Assessments, Green Flag Award applications, Landscape Quality Standards, Park Improvement Plans and site management plans.

Gather information on performance for identified groups of staff to assist managers effectively carry out 1:1s, PRD, performance management, and attendance management.

Investigate customer service requests / enquiries and take appropriate action.

Use hand held technology to record work, receive instructions and report back on actions or problems identified.

Prepare, review and update operational risk assessments.

Operate a range of vehicles, machinery and equipment.

## **Contacts and Relationships**

Contacts with community and parks "Friends" groups, sports team representatives and individuals.

Required to contribute to multi-partner groups in the development of training courses, site management plans, Park Improvement Plans and maintenance arrangements.

### **Decisions (Discretion)**

Plan and make decisions with regards to horticultural, landscaping and ground maintenance improvements and issues within a given park, garden, cemetery or other greenspace.

Ensure that performance targets are achieved and that these contribute to an effective and efficient horticultural and ground maintenance service.

Prepare and ensure the implementation of site management plans, Park Improvement Plans, Green Flag Award site management requirements, and actions to ensure that the appropriate quality standards are met.

Respond proactively to issues and queries from park users and community representatives in line with service delivery obligations.

Be responsible for determining the work practices/arrangements and standards of work, in relation to managing the team on a daily basis.

### **Decisions (Consequences)**

Decisions will impact on the quality of greenspace in Edinburgh including compliance with statutory duties and legislation, and will impact on overall performance against targets, customer satisfaction and financial success.

### **Resources**

Responsible for a range of equipment and machinery, including handheld IT equipment (recording issues and reporting on actions).

### **Environment – Work Demands**

Organise and manage their own workload as required by the department and to organise and monitor the workload and performance of other staff.

### **Environment – Physical**

Duties involve lengthy periods of heavy manual work and include removing and cleaning waste matter. (40% of time)

### **Environment – Working conditions**

Required to work in all weather and ground conditions and in moving traffic. (90% of time)

## **Environment – Work Context**

Health and safety guidelines with risk assessments should be adhered to when on site. Operate in accordance with the Council's Lone Working policy.

## **Knowledge and Skills**

Knowledge and skills in horticulture and parks and grounds maintenance is required and a relevant qualification to SVQ 3 level or equivalent.

## **Health and Safety**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

## **Organisation Structure**