Job Description

JOB TITLE:	**Gardener**
GRADE:	**Grade D**
POST NUMBER:	
DIRECTORATE:	**Housing & Regeneration**
SERVICE:	**Estate Services**
RESPONSIBLE TO :	**Gardening Team Leader**
RESPONSIBLE FOR:	To maintain green spaces across Council estates using vehicles, equipment and horticultural resources safely and effectively. To work collaboratively as part of a team to deliver duties that support a high-quality horticultural service.
	This post requires a standard DBS check **This post is not politically restricted** **This post does not attract essential / casual car user / travel allowance**
JOB SUMMARY:	To carry out gardening and horticultural maintenance to horticultural features, grass areas and natural features under the direction of a Lead Gardener. To deliver a high-quality service that ensures cleaner, safer and well-maintained estates, while achieving excellent customer-focused outcomes.
ROLE REQUIREMENTS:	
1.	To assist with the maintenance of ornamental areas and features, including shrubs and shrub beds, roses and rose beds, hedges and natural features (bulb plantings, wildflower meadows and areas of biodiversity).
2.	To assist with the maintenance of grassed areas, including mowing, edging and renovation tasks.
3.	To undertake the control of unwanted herbage in horticultural features and hard landscape areas as directed.

4.	To assist with minor landscape works and horticultural development as directed.
5.	To maintain up-to-date knowledge of the safe use of a range of motorised equipment, including mowers, strimmers, hedge cutters, blowers and rotovators as well as their maintenance and adjustments.
6.	To ensure that all equipment and machinery in your charge are secured during working hours.
7.	To undertake training as required to maintain a suitable skill set and develop additional skills to assist in higher level activities as required.
8.	To be responsibility of your own health and safety and that of colleagues, residents and passers-by who may be affected by your work.
9.	To drive vehicles up to 3.5 tonnes, when required, and be responsible for the care and cleaning of allocated vehicles carrying out routine non-mechanical maintenance (e.g. checking tyre pressure, oil and water) and ensuring that all equipment and materials are safely stored.
10.	To ensure that a high standard of customer care is provided to all sections of the community.
11.	To remove litter and rubbish trapped in shrubs and hedges following trimming.
12.	To undertake training and apply herbicides in green and hard standing areas as directed.
13.	To report any fire risks identified in green areas, such as combustible items stored against buildings, gas and petrol canisters, and access issues.
14.	To report weapons, drugs, drug paraphernalia and any other similar items found in green areas to management, ASB Team and/or the Police.
15.	To undertake such other duties of a similar nature, commensurate with the grade, as may be required from time to time.

16.	To carry out other reasonable ad hoc duties to support the Directorate, commensurate with the expectations of the post, as directed by the line manager or the Head of Service.
17.	London Borough of Tower Hamlets reserves the right to change working patterns in the future to ensure that service hours reflect the needs of residents.
CORPORATE RESPONSIBILITIES	
18.	To actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
19.	To develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
20.	To promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
21.	To support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.
22.	To promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
23.	To carry out all duties and responsibilities in accordance with the Council's Policies and Procedures including Financial Regulations, Standing Orders, Workforce & Organisational Policies and Procedures, the Council's Health & Safety Policy.
PEOPLE	
24.	To interact professionally with residents, colleagues and members of the public, ensuring a high standard of customer care and maintaining safe working practices.
25.	To identify and report safeguarding concerns or hazardous items encountered during the course of duties to appropriate internal teams and external agencies.

FINANCE	
26.	To take responsibility for the care, security and routine non-mechanical maintenance of vehicles, equipment and machinery allocated to the service.
SERVICE	
27.	To deliver high-quality grounds maintenance services efficiently and safely in accordance with established standards and procedures.
28.	To support the safe and effective operation of the service through the correct use, security and maintenance of vehicles, equipment and machinery.
29.	To identify and report risks, hazards and defects within green and communal areas in order to support the safe operation of the service.
PERFORMANCE	
30.	To achieve agreed service standards through competent completion of operational tasks.
31.	To comply with health and safety requirements and to report risks, hazards or defects identified during the course of duties.
32.	To maintain and develop skills and knowledge through required training in order to perform the role effectively.

OTHER CONDITIONS:

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

To ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

Person Specification

Requirements	Person Specification for the Post	Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	• Knowledge of health and safety requirements relevant to horticultural work, including Manual Handling, COSHH, Work at Height and safe machinery use.	E	A/I
	• Knowledge of operational requirements and standards within horticulture service.	E	I
	• Knowledge of minor landscaping works.	D	A
	• Basic knowledge of machinery maintenance.	D	A
Qualifications & Experience	• Minimum 2 years' experience as an Assistant Gardener or Gardener.	E	A
	• Experience in basic gardening practices, including cultivation of soils and pruning of shrubs and roses.	E	A/I
	• Experience in using a range of gardening equipment, including ride-on and pedestrian mowers, strimmers, blowers, hedge cutter and pole saws.	E	A/I
	• Ability to work effectively as part of a team and deliver work to agreed standards and within required timeframes.	E	A/I
	• Demonstrates initiative in identifying practical improvements to horticultural tasks or working practices.	E	A

	• Good customer service and communication skills when working with residents, colleagues and the public. • Willingness to attend internal and external training to maintain skills and knowledge. • Holds PA1a & PA6a pesticide application certificates. • Holds NVQ Level 2 in Horticulture or equivalent qualification. • Holds a clean/full UK driving licence. • Experience of basic machinery maintenance and ability to operate trailers safely.	E E D D D D	A/I A A A A A
Living the TOWER Values sets out the essential behaviours required of all staff.		**They are aligned to the organisation's five TOWER Values**	
We work **TOGETHER** across boundaries and with partners to achieve the best outcomes for Tower Hamlets	• Works collaboratively with colleagues to deliver effective horticultural services and supports a positive team environment. • Contributes to shared objectives by supporting team members and completing tasks efficiently. • Engages constructively with colleagues and other services to support integrated working and service delivery.	E E E	A/I A/I A/I
We are **OPEN** and transparent	• Communicates clearly and professionally with colleagues, residents and	E	A/I

	stakeholders ensuring appropriate communication of work activities and any issues. • Shares information appropriately and raises concerns, risks or defects in a timely manner. • Listens to feedback and responds constructively to queries or concerns. • Maintains accurate and timely job records in line with service requirements.	E E E	A/I A/I A/I
We are **WILLING** to challenge, innovate and be accountable	• Takes responsibility for own work and ensures tasks are completed to the required standard and within agreed timescales. • Demonstrates a proactive approach by identifying issues and suggesting practical improvements to horticultural activities or working practices. • Adapts positively to change and new ways of working as required.	E E E	A/I I I
We empower each other to be **EXCELLENT** and go the extra mile	• Maintains high personal standards and takes pride in delivering well-maintained, safe and clean green and communal spaces. • Plans and organises work effectively to meet service requirements and quality standards. • Applies lessons learned to improve service delivery and maintain high standards.	E E E E	A/I A/I A/I A/I

	• Plays attention to detail and follows safe working practices at all times.		
We **RESPECT** all communities; they are the heart of everything we do	• Treats all residents, colleagues and members of the public with dignity, professionalism and respect at all times. • Works in a considerate manner within estate and communal areas, recognising the impact of horticultural activities on residents and the public. • Demonstrates awareness of diverse communities, adapting communication and behaviour appropriately and promoting inclusive, non-discriminatory eservice delivery.	E E E	A/I A/I A/I
Additional Requirements	• Willingness to work outside of contractual hours, including evenings and weekends, to meet exceptional business needs where required. • Must obtain a DBS basic disclosure that meets the required standards for employment. • Demonstrates commitment to council values, policies and health and safety guidelines.	E E E	A/I A A/I