

Apprentice Gardener, Victoria Park

Job Description

JOB TITLE:	Apprentice Gardener, Victoria Park
GRADE:	Ungraded
POST NUMBER:	CO30300188
DIRECTORATE:	Communities, Localities & Culture (CLC)
SERVICE:	Arts, Parks & Events, Victoria Park
RESPONSIBLE TO :	Victoria Park Head Gardener
RESPONSIBLE FOR:	Volunteers
	DBS Enhanced check required This post is not politically restricted
JOB SUMMARY:	<p>The Apprentice Gardener will be provided with training in the practical and theoretical aspects of horticulture to achieve an NVQ Level 2 qualification in work-based horticulture. Under the supervision of the Head Gardener, working alongside the Landscape Team to develop and maintain a range of high-quality sites within Victoria Park, duties will including planting and maintenance of grassed areas, flower beds, formal gardens, edible landscapes, hedges, wildlife habitats and small trees.</p> <p>The Apprentice will assist the Victoria Park Team to support community engagement, activities and events in the park.</p>
ROLE REQUIREMENTS:	
1.	Carry out a range of horticultural and landscape maintenance activities, in accordance with best horticultural practices, so that designated areas are prepared and maintained to an exceptional standard of horticulture, cleanliness and overall appearance.

2.	Maintain and carry out minor repairs of park features including paths and other hard landscapes, water features, play equipment and parks furniture and undertake other activities that will ensure a clean and safe environment for park users.
3.	Assist with the park's Health and Safety inspection regime and risk management as directed.
4.	Operate a range of horticultural machinery for which training will be given.
5.	Undertake basic maintenance of tools, equipment and machinery, identifying and reporting defects.
6.	Duties require working occasionally without direct supervision at various locations in Victoria Park. This may involve driving council vehicles if in possession of a full driving licence and some lifting of equipment and materials.
CORPORATE RESPONSIBILITIES	
7.	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
8.	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
9.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
10.	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.
11.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
PEOPLE	
12.	To ensure that the Customer comes first, be a visible uniformed presence with time to communicate on all issues relating to horticulture, adopting appropriate levels of care,

	relative to the needs of the customer and maintaining a respectful and helpful attitude at all times.
13.	Deal with the public in a courteous and efficient manner, answering questions relating to the park, noting and reporting any complaints to the Head Gardener.
SERVICE	
14.	Working closely with Victoria Park groups, participate in the delivery of horticultural and ecological-based community events and activities such as tree planting, bulb planting and assisting gardening volunteers.
PERFORMANCE	
15.	Alongside horticultural activities, the Apprentice will be required to attend training with a local horticultural college to reinforce the theory of new skills learnt and will complete training assignments and maintain a student portfolio to achieve a NVQ Level 2 in Work Based Horticulture.

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.

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.

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Requirements	Person Specification for the Post of	Essential (E) or Desirable (D)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	<p>Have enthusiasm to learn about horticulture and landscape management principles and practices in a public park setting.</p> <p>Be prepared to uphold the park's commitment to Health & Safety standards and requirements, ensuring all garden activities are carried out in line with these for the protection of the workforce and general public.</p> <p>Be ready to learn how to operate hand and power tools used in gardening and landscape maintenance work safely.</p> <p>A good understanding of equality issues and how these apply to the workplace.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
Qualifications & Experience	<p>English and Maths GCSE grades 9-4 (equivalent (experience considered))</p> <p>Some experience in gardening / landscape maintenance</p> <p>Responsible for own learning and evidence of</p>	<p>D</p> <p>D</p> <p>D</p>	<p>A/I</p> <p>A/I</p> <p>A</p>

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	<p>continuous professional development</p> <p>Experience of maintaining cooperative working relationships.</p>	E	A/I
Living the TOWER Values sets out the essential behaviours required of all staff.		They are aligned to the organisation's five TOWER Values	
<p>We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets</p>	<p>Building relationships <i>Takes steps to get to know people within in the team and to build positive relationships with them.</i></p>	E	A/I
	<p>Collaborating <i>Shares information and engages others in a timely way to achieve the best outcomes</i></p>	E	A/I
<p>We are OPEN and transparent</p>	<p>Communicating clearly Shares relevant information, in a way, that is easy to understand.</p>	E	A/I
	<p>Being approachable Approachable and actively seeks feedback from others to improve how they do things</p>	E	A/I
<p>We are WILLING to challenge, innovate and be accountable</p>	<p>Being accountable Takes accountability for delivering own work and contributing to that of team.</p>	E	A/I
	<p>Learning & challenge Seeks to learn from, both failures and successes, to improve how they do things where required.</p>	E	A/I

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<p>We empower each other to be EXCELLENT and go the extra mile</p>	<p>Being empowered Takes the initiative to improve outcomes because they can explain the difference they have made.</p> <p>Focusing on support and wellbeing Find ways to ensure they have a good work-life balance and seeks support when they need it.</p>	<p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p>
<p>We RESPECT all communities, they are the heart of everything we do</p>	<p>Understanding our customers needs Actively listens to customers and takes steps to making things better for customers.</p> <p>Respecting diversity and being inclusive Open-minded and appreciates alternative cultural perspectives, taking it into account when delivering service.</p>	<p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p>
<p>Additional Requirements</p>	<p>To meet exceptional business needs a willingness to work outside of contractual hours in the evenings and weekends with notice, unless there is good reason where this is not possible.</p> <p>Staff with full UK licence will be required to drive council vehicles.</p> <p>To comply with the requirement to carry out a DBS check on this role.</p> <p>Post requires a high degree of physical fitness and mobility.</p>	<p>D</p> <p>D</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>I</p> <p>A/I</p> <p>A/I</p>

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