



## Role Profile

Job Title	<b>Deputy Head of Plant Collections</b>
Position	Permanent
Salary	£32,600 pa
Hours	Full-time 35 hours per week (including some evenings and weekends)
Holidays	33 days including 8 public holidays
Manager	Head of Plant Collections (HPC)
Location	Chelsea Physic Garden, 66 Royal Hospital Road, London SW3 4HS

### 1. Equal Opportunities

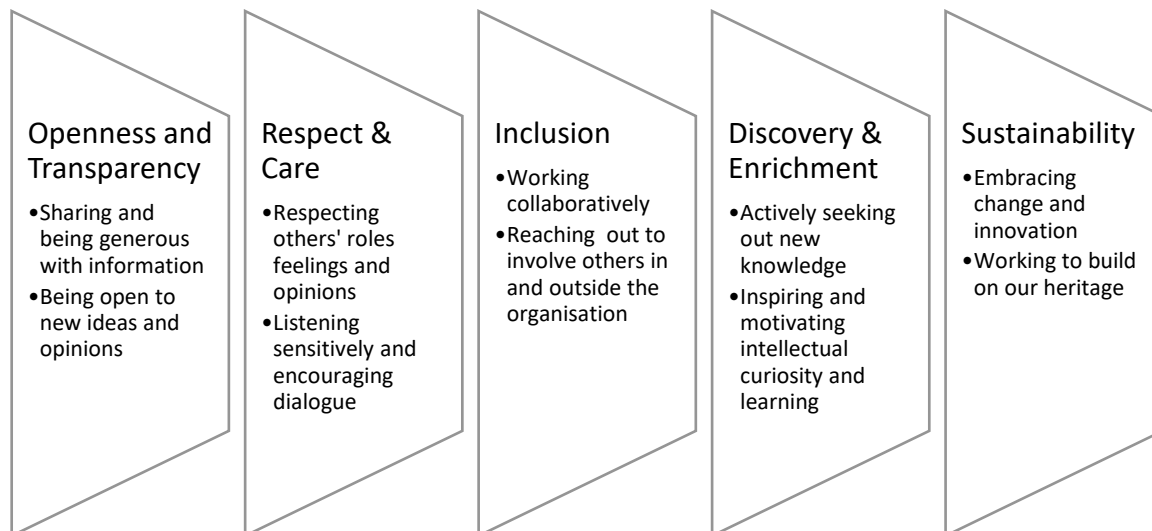
Chelsea Physic Garden is a place for everyone. As an equal opportunities' employer, Chelsea Physic Garden is committed to championing equality, diversity, and inclusion in our workplace. If you are a suitably qualified applicant, we encourage your application whatever your age, disability, gender, gender identity, race, religion or belief, sexual orientation or socio-economic background.

### 2. About Chelsea Physic Garden

Chelsea Physic Garden (CPG) is an independent charity set up in 1983 to promote and preserve the four-acre garden of the same name. The charity's mission is to demonstrate the medicinal, economic, cultural and environmental importance of plants to the survival and wellbeing of humankind. We are open to visitors six-days a week, eleven months of the year. There has been a teaching Garden on our site since 1673, and today we hope that all our visitors leave inspired, having learnt something new.

### 3. Our Values

We have a set of five inter linked reinforcing values that support each other



#### 4. About the Role

The Deputy Head of Plant Collections (DHPC) is a critical role supporting the HPC in the delivery of the Living Collections Management Plan and Garden management plan in line with best practice, company policies and industry standards. They contribute to the development of horticultural standards and collections care at the garden as well as the planning and delivery of horticultural operations. The DHPC will have the opportunity to work across the 4-acre gardens and glasshouses with c. 4,500 taxa.

The DHPC is the first point of contact for the horticultural team in the Garden and deals with as many issues as possible prior to any escalation to the HPC. They work with and ensure excellent standards of work and that work schedules are completed on time. They ensure that work areas are tidy and tools and equipment safely cleaned and stored.

The DHPC is responsible for contributing to the overall maintenance, presentation and care of the historic Garden and its collections.

The DHPC is responsible for the recruitment and management of any horticultural trainees and the annual intern programme and ensure that they receive a positive and rewarding experience, gain skills and experience and are adequately supported throughout.

They contribute to overall visitor safety and satisfaction. They deputise for the HPC in their absence when called upon to do so.

##### 4.1 The Deputy Head of Plant Collections line manages and supervises:

Any horticultural trainees (normally a fixed term contract of not less than one year) together with any paid or voluntary interns and short-term placement students taken on for fixed periods throughout the year. The DHPC also inducts, trains and supervises the volunteers which carry out a number of different activities including seed cleaning, the herbarium, growing friends and more general horticultural volunteers.

#### 5. Key areas of responsibility

## **5.1 Garden Responsibilities:**

The DHPC is responsible for ensuring the practical delivery of the Living Collection Conservation Plan through the annual Garden maintenance and management plans for the year, in agreement with the HPC. The DHPC will produce weekly plans in consultation with the Garden team, overseen by the HPC. The DHPC, where appropriate, will lead on or contribute to the maintenance of an intensively cultivated botanic garden with other members of staff, trainees, interns and volunteers. Tasks include, but are not limited to, mulching, weeding, pruning, planting, feeding, irrigating, pest control, leaf collecting, staking and cutting back of perennials. Maintenance of hard and soft landscaping includes mowing, edging, hedge cutting, weeding paths, compost turning and shredding woody material. They will cultivate and maintain glasshouse collections as required.

They will contribute to communications including Garden interpretation, safety notices and such other communications or e-communications as required.

The DHPC may at times be required to assist in the development and implementation of projects, commensurate to posts.

## **5.2 Management and Supervision**

The DHPC recruits, inducts, trains and supervises (or ensure the proper supervision) of horticultural volunteers, interns and placement students so that there are sufficient of good quality to support the department. They ensure that all registration forms and emergency contact forms are completed. They provide training and support to ensure that they are properly trained and supervised to carry out the tasks asked of them, and that they have the skills, tools and proper protective equipment to carry them out. They will seek advice and support from others if necessary.

The DHPC will assist in the day-to day supervision, training and induction of staff members managed by the HPC to assist the delivery of the work plan to high standards.

## **5.3 Health & Safety and COSHH**

The DHPC will contribute to the development, management and maintenance of systems and procedures to ensure that the health and safety of visitors, staff, volunteers and contractors are in place at all times and that these are recorded and kept up to date. They support in the preparation of risk and COSHH assessments, method statements and other relevant assessments for work activities associated with horticultural activities.

They ensure that there is sufficient and adequate personal protective equipment available for everyone working, including volunteers, and that this is appropriate for the task and maintained in good condition being replaced as necessary.

They are responsible for ensuring that staff trainees and volunteers within the department receive training and refresher(s) relevant to their role and responsibilities.

The postholder should be prepared to act as a first-aider, after training, including to visitors.

#### 5.4 Visitors

The DHPC ensures that all activity undertaken by them, the horticultural team, any trainees, interns and volunteers are carried out in a way that promotes enjoyment for visitors. They are responsible for preparing and ensuring that there are in place any advisory or safety notices relating to work in progress. They will participate in Garden events as required, including the delivery of tours or other forms of public engagement

#### 5.5 Equipment and Finance

As delegated by the HPC they take responsibility for the maintenance logs for the Gardens horticultural equipment, organising annual maintenance and repairs with support from the Garden Team Administrator. In line with agreed budget delegation, take responsibility for sourcing and ordering regular garden consumables such as compost, canes, string etc. Take responsibility for sourcing and replacing all staff, trainee and volunteer branded clothing including personal protection equipment.

Assist the HPC with budget forecasts and project planning as required. Be personally accountable for any expenditure on Company Credit cards issued ensuring that full accounts of expenditure together with VAT receipts are passed to the Finance Manager and that no mis-use of the credit card occurs.

### 6. Person Specification

<b>Knowledge Skills and Experience</b>	<b>Essential/ Desirable</b>
Minimum RHS Level 3 or equivalent with practical working experience including machinery	E
Demonstrable practical horticultural experience at a senior level which including working with an accessioned plant collection	E
Experience of working in a diverse team including trainees, interns and volunteers	E
Direct management/supervisory skills of staff and volunteers	E
Strong background of involvement in and understanding of the training and development of future horticulturists.	E
PA1 and PA6a Use and Application of Pesticides qualification	E
Good IT and confident communication skills	E
Working knowledge of Plant Database system, ideally IrisBG	D
First Aid at Work Qualification	D
Motivated by a desire to promote, improve and maintain a large and diverse interpreted collection of plants both within the Garden and Glasshouses	D
A sound understanding of integrated pest management	D

### 7. Competency Framework

We have a set of eight competencies that are common to all employees and within the framework each competency has four levels which relate to the level at which

individual roles need to operate. The competency assessment for this role is set out below and more information will be provided to support this assessment.

	<b>Competency</b>	<b>Descriptor</b>	<b>Level for this role</b>
1	<b>Leadership</b>	Setting the pace and behaving with integrity	2
2	<b>People Management</b>	Making clear what you expect and what is to be achieved; enabling and supporting your staff to deliver	3
3	<b>Analysis and use of Evidence</b>	Collecting, analysing and using information and evidence, assessing risk and taking decisions	2
4	<b>Communication</b>	Communicating with colleagues, visitors and stakeholders	3
5	<b>Collaborative Working</b>	Working together with people within and outside of CPG to help us achieve our goals	3
6	<b>Delivering Results</b>	Organising and managing the work to deliver results	2
7	<b>Using and Managing Resources</b>	Using resources cost effectively	2
8	<b>Know How</b>	The knowledge, skills and expertise you need to do your job and help others to do theirs	2

## **8. Terms and Conditions**

The post holder will work an average 35 hours per week over five days. The horticultural team's working hours differ during the summer season (March-August) at 39 hours per week and the winter season (September-February) at 31 hours per week. The post holder will take part in the roster of weekend working for which time off in lieu is given.

The Garden operates a salary exchange pension scheme currently with Royal London which means that your gross salary is reduced by the amount of pension contribution made by the employer and employee which is then paid directly into your pension. The equivalent contribution rates are 5% employer and 3% employee at the end of the probationary period.