

SAINT FRANCIS HOSPICE

JOB DESCRIPTION

JOB TITLE	Gardener/Grounds Person
GRADE	3
HOURS OF DUTY	Variable – up to 37.5 hours per week
REPORTS TO	Estates Manager
KEY RELATIONSHIPS	Chief Executive Officer, Directors, Medical Staff, Heads of Department, All Hospice staff and volunteers, Facilities Manager, ICT Manager, Contractors and external technical organisations, Members of the Public, Local Authority, Local Hospices and Other Organisations
RESPONSIBLE FOR	Maintaining all areas of the Hospice gardens and grounds to a high standard. Leading a team of volunteer gardeners

JOB SUMMARY

To carry out regular and appropriate horticultural maintenance of all planted and grassed areas within the Hospice grounds and gardens. To develop existing and new areas for planting and maintain a seasonal display of patio pots and hanging baskets. To keep roadways, footpaths, patio and car park areas tidy and free from overhanging branches or other vegetation for the safety of users. To participate in the recruitment of gardening volunteers and plan and oversee appropriate gardening activity for the volunteers suitable for their individual capabilities, gardening knowledge and experience. Working as part of the Estates Team.

MAIN DUTIES AND RESPONSIBILITIES

- Ensure the production of visually attractive seasonally planted areas, patio pots, and hanging baskets within view of all patient areas and Education Centre users. Improve and maintain all planted areas to a good horticultural standard, including use of the greenhouse for plant production and on site composting arrangements
- Ensure all shrubs etc are pruned as appropriate to their species, protected, as necessary, from frost and flower beds and other areas are regularly weeded and litter picked
- Maintain the specialist Pemberton rose collection, ensuring dead heading, feeding and fungal protection is carried out at appropriate intervals
- Ensure the mowing and other gardening equipment is maintained
- Ensure that grassed areas are kept in good condition and free of fallen leaves or other debris
- Ensure that suitable arrangements are in place for the watering of planted areas as required

MAIN DUTIES AND RESPONSIBILITIES **Cont'd...**

- Ensure any work to trees is carried out in an approved manner as required by the area's conservation status and on-site statutory Tree Preservation Orders, in liaison with the Local Authority's arboricultural service
- Assist with the recruitment of gardening volunteers, train and guide all such volunteers in accordance with their individual capabilities and gardening experience
- Assist with organising Teams of Corporate Volunteers in the gardens.
- Assist at Hospice Events including Open Gardens and Tours of the Hospice grounds.
- Ensure all Hospice roadways, footpaths, patios and car park areas are kept tidy and vegetation and litter free. Arrange for the regular cleaning of all garden furniture and emptying of all litter/cigarette butt containers. Assist with maintaining the safety of footpaths and roadways in icy conditions
- Ensure the maintenance and improvement of 2 ponds within the grounds in liaison with the rotary club
- Work variable hours and days to meet the needs of the service
- Attend all mandatory training relevant to the role
- Ensure all garden tools and machinery are maintained to a satisfactory standard and kept Secure
- Assist with any projects, giving horticultural advice to patient groups and others as may arise
- Responsible for safe working practices in the grounds and gardens in particular use of machinery and chemical spraying

Other

- The role may change as the post develops, but only with discussion between the Estates Manager and the post holder
- The post holder will be responsible for their own professional and personal development which will be monitored in monthly support sessions and within the annual appraisal system

ADDITIONAL REQUIREMENTS OF POSTHOLDER

SENSITIVITY AND PROFESSIONALISM: As an employee of Saint Francis Hospice you should expect that it is likely that you will come into contact with patients, their families and members of the public who are at the end of life or recently bereaved. All employees are expected to respond to people recounting and expressing their emotions about such events with sensitivity and understanding and to know enough about the services that the Hospice provides to be able to signpost people who may benefit from our services to the relevant contacts.

CONFIDENTIALITY: The post holder must maintain confidentiality, security and integrity of information relating to patients, staff and other hospice matter during the course of duty. Any breach of Confidentiality may become a disciplinary issue.

DATA PROTECTION: It is the responsibility of all staff to be aware of their obligations in respect of the Data Protection Act 1998.

EQUAL OPPORTUNITIES: The hospice is committed to the development of positive policies to promote equal opportunity in employment and has a clear commitment to equal opportunities. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the hospice.

HEALTH & SAFETY: All staff must be familiar with section 2 of the Health & Safety Policy, Organisation of Health and Safety. This documents sets out the responsibilities of all staff for health and safety, whether in a supervisory capacity or not. Policy section 3 (arrangements for Health and Safety) provides an overview of training for competence in Health and Safety matters.

HOSPICE IDENTITY BADGES: Hospice ID badges must be worn at all times whilst on duty.

SMOKING: The hospice acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Hospice No Smoking Policy.

REGISTRATION COMPLAINTS/CODE OF CONDUCT:

All employees who are required to register with a professional body to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.

WORKING TIME REGULATIONS: The 'Working Time Regulations 1998' require that you should not work more than an average of 48 hours in each week. For example, in a 26 week period you should work no more than 1248 hours.

Please note that this job description is not definitive or restrictive in any way. It is a guide to the responsibilities of the role. It may be reviewed, in consultation with the post holder, in light of changing circumstances and the changing needs of the Hospice.

The post holder will be expected to perform any other such duties as might reasonably be required by the Director and will work in accordance with all Hospice Policies and Procedures.

In an emergency, all staff may be required to work different hours or carry out different tasks to those set out in their contracts of employment. This will be done in consultation with individuals and taking into account any special circumstances that may exist.

PERSON SPECIFICATION

GARDENER/GROUNDS PERSON

E = ESSENTIAL	D = DESIRABLE		
Education & Training		E	D
Formal horticultural qualification (City & Guilds, NCH, NDH, or equivalent))			D
<input type="checkbox"/>	Able to demonstrate a good academic standard of education including educated to NVO level 3 or A level standard or have an equivalent level of experience	E	
Skills/Abilities/Knowledge			
Able to use a wide range of horticultural machinery and tools.		E	
Good plant knowledge and management of plants in a garden landscape including care and management of plants in pots and baskets		E	
Specialist knowledge of care of historic rose collections			D
Can identify plant and tree species in existing Hospice grounds			D
Has knowledge/capability of when and how to prune individual plant species		E	
Able to demonstrate knowledge of safe working practices within an occupied environment		E	
Good interpersonal and communication skills and confidence in dealing with a wide range of people and organisations.		E	
Ability to make decisions, to work on own initiative and accept responsibility		E	
Ability to work alone and as part of a team		E	
Capable of motivating and managing volunteers		E	
Able to forward plan to maintain suitable floral displays throughout the year		E	
Excellent organisational/time management skills		E	
Ability to use Microsoft Outlook sufficient for the role		E	
Ability to demonstrate enthusiasm and commitment to the work of the hospice		E	
Experience			
Has organised and carried out varied horticultural work in grounds of 1 hectare or over to a high standard		E	
Has managed staff and volunteers		E	
Has specialist plant knowledge for species identification and care			D
Has worked in an environment where there are patients and visitors			D
Other Requirement			
Able to meet the physical demands of the role		E	
Willingness to show commitment and flexibility in working practices		E	
Willingness to take on new responsibilities and respond positively to change		E	
Ability to travel efficiently and effectively across the hospice catchment area			D