



HILLINGDON

LONDON

Job Profile

JOB TITLE:	Horticulturist
GRADE:	Scale 2
POST NO:	various
JOB TIER:	5 (non-management)
DBS / ISA CHECK:	none
GROUP:	Residents Services
SERVICE:	Horticultural Operations

REPORTING STRUCTURE

Reports to:	Team Leader
Direct Reports:	none
Indirect Reports:	none

ROLE PURPOSE:

To undertake litter picking and general horticultural operations duties, to the highest standard and highest level of customer care, ensuring work is carried out in a safe and compliant manner.

A. Job Description

1. People Management

No direct supervisory responsibility however may be required to assist in induction and training of peers and new employees.

2. Resident & Community Contribution

- To demonstrate understanding of the Council's *Customer Care Standards* and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'.

3. Operational Service Delivery

- Litter picking.
- Grass cutting.
- Manual weed control.
- Mulching.
- Manual handling of heavy materials.
- Site clearance.
- Cleaning and sweeping leaves.
- Assisting other operatives in a range of tasks and responsibilities.

Generic Responsibilities:

Safety

- Ensure health and safety excellence – champion a zero injury culture.
- Maximise safety performance ensuring zero tolerance on non – compliant working.
- Create a positive safety culture where everyone works efficiently and safely, risks are mitigated and injuries and accidents to do not occur.
- Ensure all near miss and hazards are reported and all hazards removed from the working environment.

4. Service Planning & Development

- Maintain knowledge of the current Team Plan and understanding of own contribution in order to ensure delivery of this plan.

5. Financial & Resource Management

- To demonstrate cost-consciousness and identify any cost-effective changes to own way of working.

6. Continuous Improvement

- To identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for customers.

7. Contacts

Internal: Staff at a commensurate level within the Green Spaces, Sports and Leisure services, and other staff within Residents Services

External: Members of the public, suppliers, site managers.

8. Additional Responsibilities

- Complete other reasonable tasks in order to fulfil role purpose or as instructed by management.

9. KEY PERFORMANCE INDICATORS

- To meet targets as defined
- Delivery against agreed PADA objectives

B. Person Specification

Litter Picker/Horticulturist

This person specification will be used for recruitment to the **Horticulturist** vacancies in LBH. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS (list)	ESSENTIAL	DESIRABLE
Good standard of English and Mathematics		
NVQ Horticulture (Landscape or Amenity) or equivalent		n/a
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS (describe)	ESSENTIAL	DESIRABLE
Ability to work in external sites and can traverse uneven ground, descend trenches, enter confined spaces and carry loads up to 10kg, unaided.		
Current clean UK driving licence or equivalent.		
Willing to wear PPE.		
3. EXPERIENCE (describe)	ESSENTIAL	DESIRABLE
Previous experience of following a works schedule.		
Previous experience of working in a ground's maintenance role.		
Previous experience of towing trailers, machinery.		n/a
Previous experience of working effectively as part of a team.		
4. KNOWLEDGE & SKILLS (list)	ESSENTIAL	DESIRABLE
Demonstrable working knowledge of Health and Safety Legislation		
Ability to safely operate a broad range of ground maintenance powered machinery.		
5. COMPETENCES	ESSENTIAL	DESIRABLE

<p>“Can do” positive attitude.</p> <p>Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.</p>		
<p>Takes responsibility and delivers results.</p> <p>Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions.</p>		
<p>Team working</p> <p>Acts as a role model to others in the team, sharing knowledge and experience when necessary, whilst respecting and valuing the contribution other team members’ experiences can bring.</p>		
<p>Communication</p> <p>Demonstrates well developed written and verbal communication skills, and the confidence to present reports and verbal accounts credibly to a variety of different audiences.</p>		
<p>Customer Care</p> <p>Develops contacts and relationships with customer/ client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.</p>		
<p>Takes ownership of personal development.</p> <p>Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance.</p>		