

Job Profile – Keeper of the Walled Garden - August 2021

Location: Hillsborough Castle & Gardens
Reports to: Gardens Manager
Responsible for: 3 gardeners and volunteers

Purpose of this role:

Demonstrate a comprehensive range of horticultural skills in order to manage the Walled Garden and its staff so that it produces crops of soft fruit, top fruit, cut flowers and vegetables. Further, develop the garden and associated activities, including training apprentices and other trainees and organising the work of volunteers. To manage legislative compliance for the machinery fleet and equipment.

To present the Walled garden as the first impression for the majority of visitors to a 'Royal' standard.

What you will be doing in your role:

- Leading a team of gardeners ensuring that work is carried out efficiently while maintaining good levels of productivity and quality of fruit, vegetables and cut flowers.
- Carrying out garden duties to a high standard so that the appearance and presentation of the walled garden is maintained at a very high level at all times, leading by example and follow organic principles.
- Keeping the area historically appropriate and within the overall aims and vision of the Garden Management Plan.
- Planning crop rotations and seasonal planting.
- Keeping records, maintaining crop information and researching historic fruit and vegetable cultivars.
- Planning ahead and taking a strategic view of the Walled Garden ensuring the garden features in tune with HRP'S strategic goals.
- Demonstrating an excellent knowledge of fruit and vegetable cultivation and production in a kitchen garden recognising a wide selection of plants.
- Contributing to performance and development reviews for the team ensuring that the performance framework is closely followed.
- Authorising requests for holiday, special leave and overtime payments using iTrent People Manager.
- To be responsible for personal administration: complying with annual leave processes, keeping licences up to date, carrying security pass, being aware of HRP security status and alert to any suspicious activities.
- Prioritizing own workload and working effectively without close supervision, using initiative and vision. Seeking out and responding to issues, immediate needs or occurrences that detract from the garden's appearance or smooth operation.
- Training and coaching of garden staff and trainees working within the Walled Garden.
- Maintaining a good rate of productivity by supervising staff effectively i.e. managing time keeping, doing things differently. Using HRP's Performance Conversations review process to appraise team members of their overall performance/development. Listening to team members feedback and resolving any issues or conflicts.
- Guiding and managing volunteers.
- Managing the legislative compliance for all equipment and machines co-ordinating the maintenance, servicing and repair, through Planet.

- Managing budget for walled garden resources and repair and servicing of the machinery fleet.
- Procuring resources, machinery and equipment following HRP policy.
- Assisting with the writing and updating of the operating procedures and RAs for garden machinery and equipment as required.
- Responsible for the upkeep of the polytunnel and surrounding standing out areas.
- Liaising and working with other HRP departments by supplying information or produce.
- Be familiar with the general history of the walled garden giving tours and presentations on the subject, to internal and external audiences.
- Giving interviews and writing press releases.

Work Safely

- Always ensure your team are trained, qualified, competent and have read the risk assessment prior to any task being undertaken.
- Look after your own health & safety and that of your colleagues
- Know and follow the relevant rules, procedures and work instructions for the task in hand
- Be aware of the hazards associated with your work and follow the controls identified in the risk assessment.
- Use equipment and tools within guidelines issued and as instructed
- Wear the right personal protective equipment for the task
- Seek assistance where you feel it would be helpful.
- Ensure all accidents and near misses are reported and reviewed.

Safeguarding

- To ensure that all children / young people and vulnerable adults are safe and protected whilst onsite and to be fully aware of Safeguarding reporting procedures should an incident of concern be witnessed.

Memorable Experiences

Going above and beyond to create personalised experiences that inspire and provoke change.

Simplify and Adapt

Cutting through complexity to find simple solutions and encourage agile ways of working.

Money Matters

Generating the money to grow our impact and care for our palaces; creating a culture of getting better value and increasing our financial headroom.

Fresh Thinking

Demonstrating the courage to push the boundaries, striving to stretch ourselves.

In this Together

Working collaboratively across the organisation, investing time in building trusted relationships to create 'one team – one HRP'.

Inspire Success

Enabling and supporting your staff to succeed.

Other requirements

In addition to the above you are also required to have read and comply with the rules/standards contained in HRP's Code of Conduct, including Health and Safety requirements. The Code of Conduct can be found in your Staff Handbook.