



Botanic Garden & Harcourt Arboretum

Job description and selection criteria

Job title	Botanical Horticulturist
Division	Gardens, Libraries and Museums (GLAM)
Department	Botanic Garden & Harcourt Arboretum
Location	Rose Lane, Oxford, OX1 4AZ
Grade and salary	Grade 4: £22,017-£25,482 per annum
Hours	Full time
Contract type	Permanent
Reporting to	Botanic Garden Curator & Head of Horticulture
Vacancy reference	
Additional information	Post requires work at weekends and public holidays as part of a rota. Overtime will be paid as applicable.

The role

This is a post for a qualified and experienced horticulturist who wishes to be part of a team of six who cultivate, maintain and develop the collection of plants grown within the outdoor areas of the University of Oxford Botanic Garden. The Botanical Horticulturist will be involved in the day-to-day cultivation of the collection, achieving consistently high aesthetic and horticultural standards. The post holder's enthusiasm for contributing to the planning and development of the work of the team is key. In addition to the horticultural duties the post holder will contribute to some of the Garden's educational activities. These responsibilities include the training and supervision of trainees and volunteers.

This post offers a unique opportunity to join an enthusiastic team in a busy and vibrant department.

Responsibilities/duties

Reporting to the Botanic Garden Curator & Head of Horticulture, you will be responsible for –

- General cultivation duties. To include watering, feeding, propagation, planting, training and pruning.
- Lawn maintenance operations.
- Routine use and maintenance of machinery used by the post holder.
- Working at height.
- Application of herbicides, pesticides, fertilisers or biological control agents as required.
- Labelling, record keeping and assisting with the maintenance of the BRAHMS database.
- Reporting potential hazards to your Line Manager and the Departmental Safety Officer
- Maintaining health and safety records as appropriate to the role.
- Answering enquiries from the public.
- Supervision and training of trainees, volunteers and work experience placements.
- Assisting with the preparation for and the delivery of guided tours and other parts of the schools and public education programme.
- Assisting with audience engagement by contributing content to the Friends newsletter and to the department's digital and social media presence.
- Collecting material for teaching and assisting research workers at the Garden.
- Work and general duties elsewhere in the Botanic Garden and Arboretum on specific projects or when extra help is required.
- Attending staff meetings and training as required.
- Other duties, to be defined from time to time, that are commensurate with the grade.

Selection criteria

Essential

- Level 3, or higher, Horticultural qualification (please refer to this website for further information: <http://ofqual.gov.uk/help-and-advice/comparing-qualifications/>)
- Practical demonstrable experience in a formal setting, across diverse horticultural collections
- Demonstrable experience in the planning, development and maintenance of ornamental plantings with high aesthetic impact and successional interest throughout the growing season
- Knowledge of a wide variety of plants and the requirements for their successful cultivation
- Proficient in the use and maintenance of a range of horticultural tools & machinery
- Experience of working alongside and leading volunteer groups
- An ability to communicate passionately and enthusiastically about plants
- Good written and verbal communication skills
- Demonstrable effective team working skills
- Demonstrable intuition and initiative in the working environment
- Basic computer skills in Microsoft packages

Desirable

- Practical experience of working in a collections-based setting
- Experience of working in a public setting
- Experience of working in a glasshouse collection
- An interest in delivering public education
- PA1 (safe use of pesticides) and PA6 (Handheld applicators)
- Full UK/EU driving license

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2014/15 exceeded £522.9m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit www.ox.ac.uk/about/organisation

Botanic Garden and Harcourt Arboretum

The University of Oxford Botanic Garden and Harcourt Arboretum forms a collection of plants, which is more diverse and comprehensive than at any time since its founding in 1621. The plants grown at the Botanic Garden and Harcourt Arboretum are not only grown for their amenity value, but are used for educational activities, reference, conservation and research. The Botanic Garden staff supports a wide range of activities both within the University and beyond.

For more information please visit: www.botanic-garden.ox.ac.uk

Gardens, Libraries and Museums (GLAM)

The Gardens, Libraries and Museums (GLAM) group, formerly known as Academic Services and University Collections (ASUC), includes the providers of the major academic services to the divisions, and also departments with responsibilities including, but extending beyond, the immediate teaching and research needs of the University. The collections embodied within these departments are an essential part of the University's wider nature and mission. They are

part of its heritage as the country's oldest University and now form a resource of national and international importance for teaching, research and cultural life; they also make a major contribution to the University's outreach and access missions.

For more information please visit: www.admin.ox.ac.uk/glam/about

How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments)

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at:

www.ox.ac.uk/about/jobs/preemploymentscreening/.

The University's policy on retirement

The University operates an employer justified retirement age for all academic and academic-related posts (grade 6 and above), for which the retirement date is the 30 September immediately preceding the 68th birthday. The justification for this is explained at:

www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/.

For **existing** employees any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/

There is no normal or fixed age at which **support staff** in posts at **grades 1–5** have to retire. Support staff may retire once they reach the minimum pension age stipulated in the Rules of the pension scheme to which they belong.

Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Training and Development

A range of training and development opportunities are available at the University. Further details can be found at www.ox.ac.uk/staff/working_at_oxford/training_development/index.html.

For research staff only: Support for Research Staff

There is a particularly wide range of support for career development for research staff. Please visit: www.ox.ac.uk/research/support-researchers to find out more.

Pensions

The University offers generous occupational pension schemes for eligible staff members. Further details can be found at www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/.

Information for international staff *(or those relocating from another part of the UK)*

A wealth of information is available on the University's International Staff website for staff who are relocating to Oxford from abroad, at www.admin.ox.ac.uk/personnel/staffinfo/international/.

The University of Oxford Newcomers' Club

The Newcomers' Club is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and to meet people in Oxford.

Transport schemes

The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at www.admin.ox.ac.uk/estates/ourservices/travel/.

University Club and University Sports Facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym. See www.club.ox.ac.uk for all further details.

University staff can use the University Sports Centre at discounted rates, and have the chance to join sports clubs. Please visit www.sport.ox.ac.uk/oxford-university-sports-facilities.

Childcare and Childcare Vouchers

The University offers quality childcare provision services at affordable prices to its employees. For full details about the services offered, please visit www.admin.ox.ac.uk/childcare/. **NB: Due to the high demand for the University's nursery places there is a long waiting list.**

The University also offers nursery fee payment schemes to eligible staff as an opportunity to save tax and national insurance on childcare costs. Please visit www.admin.ox.ac.uk/childcare.

Disabled staff

The University is committed to supporting members of staff with a disability or long-term health condition and has a dedicated Staff Disability Advisor. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details.

BUPA - Eduhealth

Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families www.eduhealth.co.uk/mini-site/.

All other benefits

For other benefits, such as free entry to colleges, the Botanic Gardens and staff discounts offered by third party companies, please see www.admin.ox.ac.uk/personnel/staffinfo/benefits/.