



Gardens, Libraries & Museums



Job Description

Job title	Weekend Horticultural Assistant
Division	Gardens, Libraries and Museums (GLAM)
Department	Oxford Botanic Garden and Arboretum (OBGA)
Location	Rose Lane, Oxford, OX1 4AZ and occasional work at Harcourt Arboretum, Nuneham Courtenay, OX44 9PX
Grade and salary	Grade 3: £22,681 - £25,138 per annum (pro-rata for part time employees)
Hours	Part time (12 hours / 0.3FTE)
Contract type	Permanent
Reporting to	Curator and Head of Horticulture
Vacancy reference	168479
Additional information	<i>You will be contractually required to work weekends/bank holidays/fixed closure days</i>

The role

Oxford Botanic Garden and Arboretum is seeking a Weekend Horticultural Assistant to help maintain the plant collections grown at the Botanic Garden, with occasional work at the Arboretum. You will contribute to the day-to-day watering of the glasshouse collections, and when necessary, those outdoors, working closely with Horticultural Supervisors and the Curator and Head of Horticulture (CHH) to achieve high horticultural standards.

Responsibilities

- Watering the plant collections at the Botanic Garden, especially those in the glasshouses, and where necessary those outdoors, with occasional work at the Arboretum.
- Working closely with other horticulturalists to water the collections according to requirements.



- Helping to solve day-to-day problems that can arise in a public site, for example broken panes of glass.
- Other general cultivation duties where appropriate, for example weeding, planting, pruning, training and lawn maintenance operations; routine use, maintenance and inspection of machinery and equipment; working at height with ladders and mobile scaffolds.
- Application of herbicides, pesticides, fertilisers or biological control agents.
- Supporting other activities run across the sites, including guided tours and short courses on the public education programme delivered by other members of the team.

Selection criteria

Essential selection criteria

1. Level 2 or equivalent horticultural qualification, or demonstrable equivalent experience. (Please refer to this website for further information: <https://www.gov.uk/what-different-qualification-levels-mean>).
2. Ability to work outdoors in all weather.
3. Ability to perform manual labour, including bending, lifting, and kneeling.
4. Use of a range of garden machinery and equipment.

Desirable selection criteria

1. Experience from working in a public and or heritage setting.
2. Knowledge of a particular group of plants.
3. Landscaping experience.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Working at heights
- Lone Working
- Work in hot or cold environments
- Driving on University business
- Regular manual handling
- Work with allergens, e.g. pollen, dust, fish or insects etc.

- Work with any substance which has any of the following pictograms on their MSDS:



- Travel outside of Europe or North America on University Business

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 and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. 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.

Oxford Botanic Garden and Arboretum

Founded in 1621 as a physic garden, Oxford Botanic Garden is the oldest botanic garden in the UK. Today, the mission of Oxford Botanic Garden and Harcourt Arboretum (OBGA) is to inspire people with the scientific wonder of plants and we welcome over 200,000 visitors each year across both sites. The Garden and Arboretum together hold a collection of 5,000 different types of plant which form the basis for scientific research, conservation, and science-based education and programming.

For more information please visit: <https://www.obg.ox.ac.uk/>

The Oxford Botanic Garden and Arboretum holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

Gardens, Libraries and Museums (GLAM)

Oxford University's gardens, libraries and museums form one of the greatest concentrations of university collections in the world. Comprising over 21 million objects, specimens and printed items, they constitute one of the largest and most important research repositories in the world and provide an outstanding resource for scholars, students and members of the public. The GLAM venues are located in and around Oxford and include the Ashmolean, Bodleian Libraries, Botanic Garden and Harcourt Arboretum, History of Science Museum, Museum of Natural History and Pitt Rivers Museum.

Vision

The Gardens, Libraries and Museums share the University's globally significant collections in order to promote research, learning and enjoyment, which inspires the advancement of knowledge and a better understanding of the world.

For more information please visit: <https://www.glam.ox.ac.uk/about>

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

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

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will 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)

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

All applications must be received by **midday** UK time 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 department(s).

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).

If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

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

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See

<https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.