



Job Description



BOTANIC GARDEN & ARBORETUM

Job title	Arborist
Division	Gardens, Libraries and Museums (GLAM)
Department	Botanic Garden and Arboretum
Location	Botanic Garden: Rose Lane, Oxford, OX1 4AZ Arboretum: Oxford Lodge, Peacock Gate, OX44 9PX
Grade and salary	Grade 4: £25,138 – £28,759 per annum
Hours	Full time (36.5 hours per week)
Contract type	Permanent
Reporting to	Curator (Arboretum)
Vacancy reference	168512

The role

This is a post for a qualified arborist, who will work as part of a small team to maintain and develop the collection of plants grown at the arboretum. The post holder will work closely with the Curator and Senior Arborist to maintain, develop and improve the collection, achieving high arboricultural standards. The post holder's enthusiasm for contributing to the maintenance and development of the Arboretum, as well as the work of the wider team is key. In addition to the arboricultural duties, the post holder will contribute to some of the Arboretum's educational activities. These responsibilities include contributing to the delivery of events, and the training and supervision of trainees and volunteers.

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

Responsibilities

Arboricultural & Horticultural Operations

- Assist the Curator with the inspection, pruning and maintenance of the woody plant collection, whilst maintaining high standards of arboricultural operations & by accurately following job prescriptions
- Record & report work completed promptly & accurately to Curator
- Work in a safe way according to all relevant AFAG & other industry guidance & standards. Record inspections or checks (LOLER etc.) as appropriate



- Manage risk to public by erecting & maintaining barriers & signage around safety exclusion areas in accordance with industry standards
- Act as one of the designated tree climbers. Carry out all safety procedures, check & exercises relating to this work
- Carry out habitat management to conserve and promote biodiversity

Grounds Maintenance

- Carry out other grounds maintenance work as required to a high standard
- Grass cutting. Contribute towards the management of the wild flower meadows

Event & Visitor Support

- Carry out work as required in connection with the setting up & running of arboretum events
- Carry out work as required in connection with the development & maintenance of visitor services facilities
- Deal with visitors in a professional & helpful way to enhance their experience & perception of the arboretum

Other Duties

- Work alongside volunteers & students involved in plant & grounds maintenance work
- Maintain machinery, vehicles & equipment to a high standard to ensure safe & efficient use
- In all areas of work, use & conserve natural resources in line with the Botanic Garden & Arboretum sustainability targets
- Assist ticket office staff with end of day procedures
- Attend meetings and staff events and to participate in training as identified by your line manager
- Contribute to the delivery of the Public Education Program. This is to include guided tours & education activities

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and 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 so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

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/.

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 (OHS), 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
- Driving on University business
- Regular manual handling
- Travel outside of Europe or North America on University Business

Selection criteria

Essential selection criteria

- N.D., N.V.Q. or N.C.H. in Arboriculture or a related subject
- Proven industry experience in practical arboriculture
- Knowledge of a wide range of woody plants
- Able to work as part of a small team of staff
- NPTC CS30.1 – Maintenance of a chainsaw
- NPTC CS30.2 – Crosscut & stack using a chainsaw
- NPTC CS31 - Fell & process small trees
- NPTC CS38 - Tree climbing and aerial rescue
- NPTC CS39 - Use of a chainsaw from a rope and harness

Desirable selection criteria

- Experience in an arboretum or botanic garden open to the public would be preferable and could be a substitute for higher qualifications
- Driving Licence
- Operator Training MEWPS
- FEPA PA1 (safe use of pesticides) and PA6 (Handheld applicators)
- LANTRA Level 2 in Basic Tree Inspection
- Basic computer skills in areas such as Outlook, Word & Excel.

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 2016/17 exceeded £564m 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 & Arboretum

The University of Oxford Botanic Garden was founded in 1621 and is Britain's oldest botanic garden. The Garden has a diverse collection of plants from around the World and has been described as the World's most compact yet diverse collection of plants. Harcourt Arboretum has been part of the University of Oxford since 1963. The site comprises 130 acres containing the best collection of trees in Oxfordshire with some of the oldest redwoods in the UK. Seasonal highlights include wildflower meadows, rhododendrons and bluebell woods.

Each year the Garden and Arboretum are visited by over 130,000 visitors. The primary role of both sites is education and both sites run an innovative programme of educational activities for people between the ages of 4 and 94. The Department also plays a major role within the teaching of biological sciences at Oxford.

For more information please visit: <https://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 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).

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/](http://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 receive an automated email from our e-recruitment system 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: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University's Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

There is no normal or fixed age at which staff in posts at **grades 1–7** 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 www.admin.ox.ac.uk/personnel/staffinfo/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 www.sport.ox.ac.uk/oxford-university-sports-facilities.

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 www.welcome.ox.ac.uk. There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

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 My Family Care, 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 www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Childcare

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 www.admin.ox.ac.uk/childcare/.

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 www.admin.ox.ac.uk/eop/disab/staff.

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 www.admin.ox.ac.uk/eop/inpractice/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.