



Job Description

Job title	Botanic Garden Curator and Head of Horticulture
Division	Gardens, Libraries and Museums (GLAM)
Department	Botanic Garden & Arboretum (OBGA)
Location	Botanic Garden: Rose Lane, Oxford, OX1 4AZ
Grade and salary	Grade 7: £38,674 - £46,913 per annum (including Oxford weighting allowance)
Hours	37.5 hours (Full time)
Contract type	Permanent
Reporting to	Director, Botanic Garden & Arboretum
Vacancy reference	177394
Additional information	<i>You will be contractually required to occasionally work evenings/weekends/bank holidays/fixed closure days for example during Easter or Christmas closure periods</i>



The role

As Botanic Garden Curator and Head of Horticulture, you will be responsible for the day-to-day management and development of the Botanic Garden. Your role will be key in delivering the vision and strategic plan for OBGA as set by the Director. You will be a member of the OBGA Senior Leadership Team (SLT) and work closely with the Director and Deputy Director to realise the vision for the Botanic Garden. You will be directly responsible to the Director and will lead and line manage a team of botanical horticulturalists (currently 8), two apprentices and volunteers.

Responsibilities

1. Maintenance and curation of the plant collections at the Botanic Garden

You will oversee the maintenance of the plant collections of the Botanic Garden (hardy and glasshouse collections) and implementation of the collections strategy. Your team will ensure the highest standards of horticulture and, when necessary, you will support your staff with practical hands-on work; the post is therefore not exclusively office-based.

You will work closely with the Plant Records Officer to manage plant records maintained in the BRAHMS database, ensure accurate and comprehensive labelling of the collections, and research, source and cultivate new taxa for the collections, as identified by the Director and/or Deputy Director.

Working closely with the Curator of the Arboretum, you will be responsible for plant health, biosecurity and compliance at the Garden, meeting the requirements of national and international legislation and guidelines e.g. CITES, CBD, GSPC and the Nagoya Protocol.

Together with the Head of Operations, you will manage the annual budget for horticulture.

2. Management of Botanic Garden staff

You will lead and line manage the team of 8 (2 supervisors, 6 botanical horticulturalists and 2 apprentices).

You will manage the performance of all reports through PDRs and regular one-to-one meetings to ensure a high-performing, collaborative team culture. Duties will also include training, recruitment, and induction where necessary.

You will be responsible for volunteers working in the Garden and will spend time working with staff to ensure volunteers are provided with appropriate supervision, support, instruction and training.

Reporting to the Director, you will be responsible for delivering programmes of work in the Botanic Garden in line with the OBGA strategy.

3. Management of the Botanic Garden site

You will work with the Director, Deputy Director and Curator of the Arboretum to develop annual work plans and work schedules for the Botanic Garden team to deliver against OBGA's strategic objectives.

Working closely with the Head of Operations, you will be responsible for the day-to-day running of the Botanic Garden, acting as local safety officer, working closely with the Head of Operations (as Departmental Safety Officer, DSO) and Director.

As local safety officer, you will have responsibility for conducting, reviewing and updating risk assessments and COSHH assessments, producing SOPs and emergency procedures, inventories of herbicides and pesticides, and coordinating the disposal of hazardous waste.

Working with the Curator of the Arboretum the you will coordinate and supervise training and best practice (including inspections, use of PPE etc.) for Botanic Garden staff on the safe use of equipment and machinery.

You will contribute to development plans for improvements to infrastructure, facilities and services at the Botanic Garden, most notably the provision of new glasshouse facilities as part of the Strategic Plan. This will involve consulting and liaising with staff, University departments, external organisations and contractors during planning and implementation.

4. Education and Engagement

You will deliver elements of the Public Engagement Programme (PEP), including guided tours for adults and students, talks/lectures, and occasional practical courses in horticulture.

You will also deliver tours and other horticulture-related activities for the Friends of the Oxford Botanic Garden and Arboretum (FOBGA).

You will assist the Director and Deputy Director in the use of the Garden for undergraduate teaching and research, the delivery of interpretation of the collections, and the delivery of OBGA's strategic aims to raise its profile in research and conservation, in participation in relevant groups and networks

5. Contributing to the wider work of the Department

As a member of the SLT, you will have a core role in building a culture of collaboration and high performance among staff at OBGA.

You will work closely with the Curator of the Arboretum to foster collaborative cross-site working practices between the Garden and Arboretum and help develop and maintain engaging horticultural displays and landscapes at the Arboretum.

You will produce written materials for the annual reviews, newsletters, and internal and external publications, supported by your team.

You will help raise the profile of the Botanic Garden nationally and internationally by attending meetings/conferences and through collaboration with other Botanic Gardens and outside botanical organizations.

Hazard-specific / Safety-critical duties

This job includes the following hazards or safety-critical activities which will require successful pre-employment health screening through our Occupational Health Service before the successful candidate will be allowed to start work:

- Working at heights
- Lone Working (infrequent)

- Work in hot or cold environments
- Driving on University business (infrequent)
- Regular manual handling
- Work with any substance which has any of the following pictograms on their MSDS:



Selection criteria

- Diploma, ND, HND or BSc. in horticulture or a subject relevant to the plant collections of OBGA
- Extensive experience in effective management of a team of horticultural staff to deliver against the strategic needs through planning, and performance management
- Experience of designing and developing displays for public or private gardens
- Knowledge of plant classification and taxonomy
- Experience in using a plant collection database
- Working knowledge and experience of Health and Safety, including certification in the safe use of pesticides

Desirable selection criteria

- Experience in practical plant conservation projects
- Experience in producing written resources (e.g. interpretation material, articles for magazines)
- Experience in fundraising
- Experience in delivering horticultural or botanical courses for adults
- Specialism in a particular plant group

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 and Arboretum (referred to collectively as OBGA) is the oldest botanical institution of its kind in the British Isles. The Department comprises the Botanic Garden in the City of Oxford and Harcourt Arboretum at Nuneham Courtenay. It has been created over nearly four centuries and is an irreplaceable asset for teaching, research, and plant conservation. In addition to these roles the Botanic Garden and Harcourt Arboretum are exceptionally important amenity venues, both locally and nationally, and are a fundamental part of this Country's cultural heritage. The Botanic Garden consists of a hardy collection of herbaceous and woody plants and a glasshouse collection of tender temperate and sub-tropical plants.

OBGA is a member of the Gardens, Libraries and Museums (GLAM) Division of the University and plays a full role in contributing to the delivery of the GLAM Strategy for maintenance, development and use of Oxford's world-class collections.

For more information please visit:

www.botanic-garden.ox.ac.uk
www.harcourt-arboretum.ox.ac.uk
<http://www.glam.ox.ac.uk/home>

The University of Oxford is a member of the [Athena SWAN Charter](#) and holds an institutional Bronze Athena SWAN award.

Gardens, Libraries and Museums (GLAM)

The Gardens, Libraries and Museums (GLAM) of the University of Oxford contain some of the world's most significant collections. While they provide important places of scholarly enquiry, for the public they also represent the front door to the wealth of knowledge and research curated and generated at the University. The group 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/.

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. From 1 October 2017, 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

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club provides 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 international staff

The University offers support and advice to international staff, including 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/.

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.

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 to settle into Oxford and to provide them with an opportunity to meet people in the area. See www.newcomers.ox.ac.uk.

Childcare

The University has excellent childcare services with 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.

Family-friendly benefits

The University subscribes to My Family Care service through which staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' advice service and a wide range of guides and webinars through a website called the Work+Family space. See: www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

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/.

Additional benefits

Staff can enjoy a range of other benefits and discounts, including free entry to the Botanic Gardens and University colleges, and discounts at University museums. See www.admin.ox.ac.uk/personnel/staffinfo/benefits.