



# Horticultural Supervisor 2023

Image · Aled Llywelyn

Mae fersiwn Gymraeg o'r ddogfen yma ar gael

# National Botanic Garden of Wales



<b>Job Title</b>	Horticultural Supervisor
<b>Department</b>	Horticulture
<b>Reports to</b>	Curator
<b>Responsible for</b>	Senior Horticulturists, Horticulturists, Apprentices and Volunteers
<b>Level (if applicable)</b>	Manager

## About the Garden

The National Botanic Garden of Wales (NBGW) is a centre of expertise for biodiversity, conservation, education, research, and horticulture. NBGW has become an established national institution since opening in 2000, working with partners throughout Wales and internationally. It is a Botanic Gardens Conservation International (BGCI) accredited institution. Based in Llanarthne, Carmarthenshire, the 568-acre estate features a mixed landscape comprising of formal gardens, a National Nature Reserve (NNR), a certified organic farm all within a Cadw Grade II\* parkland. On-site facilities include classrooms, laboratories and the National Seed Bank of Wales. Current science work is focused on pollinators, regenerative practises in grasslands and the Welsh flora.

NBGW is a bilingual institution delivering a wide range of services and public benefits. As a tourism destination, NBGW attracts 160,000 visitors and delivers 27,000 educational contacts. It has a flourishing two-year horticultural apprenticeship programme. It has delivered nationally significant granted funded projects such as 'Growing the Future' and 'Biophilic Wales' which have helped support education, engagement and community horticulture. Partnerships with universities and conservation practitioners foster collaborative research and conservation, collectively advancing the understanding and preservation of Wales' natural heritage.

To learn more, visit · [botanicgarden.wales](http://botanicgarden.wales)



## Description of Role

The Horticultural Supervisor (HS) is responsible for the delivery of all aspects of the operational duties of the horticultural team. The HS coordinates and supports the horticultural teams to undertake the seasonal activities required to maintain the garden and its plant collections to the highest horticultural and curational standards. To achieve this the HS manages a team of Senior Horticulturists. The HS reports to the Curator, who leads the strategic development of Garden and its living collections.

The HS oversees the horticultural budget, in conjunction with the Curator. Working in accordance with the performance management system at NBGW they will have regular progress meetings with the Senior Horticulturists. They will oversee the delivery of any larger departmental projects. They will maintain the highest health and safety standards for all staff in the Horticulture Department. They will ensure that all machinery and equipment is maintained to a workable standard and is stored neatly and securely. They will liaise with other Departments on operational matters. They will oversee the arrangement and provision of volunteers for the horticultural teams. They will Support the Curator, Senior Horticulturists and other NBGW Departments with content creation for public engagement on NBGWs work and activities related to the role. They will participate in garden events, outreach and educational activities as required. They will support the Curator with any other reasonable duties that relate to the running of the Horticultural Department.

The Horticultural Supervisor will have a degree or equivalent in horticulture or a related subject. They will have experience of managing a horticultural team within a professional horticultural environment. They will have an excellent working knowledge of all aspects of horticulture. They will be well organised, a strong communicator and a team player with experience of management. They will have a commitment to the delivery of NBGWs Mission and Strategic Objectives. It is desirable that they either speak Welsh or are committed to learning the language.





## Main Duties and Responsibilities

1. Lead the operational day-to-day management of the Horticulture Department to maintain the garden and its plant collections to the highest horticultural standards.
2. Support the horticultural team with the curation and acquisition of plant material.
3. Supervise a team of Senior Horticulturists.
4. Complete line management duties for the Senior Horticulturists using Breathe or a similar HR software system. This includes signing-off leave and TOIL and logging sickness absences.
5. Ensure that all Horticulture Department machinery is maintained to a workable standard according to their manuals and best practise guidelines. Ensure all machinery is stored neatly and securely.
6. Undertake performance management reviews for the Senior Horticulturists.
7. Support the Curator in the delivery of larger horticultural projects.
8. Input into the overall departmental budget and oversee the horticultural budget on a day-to-day basis providing support the Senior Horticulturists with all aspects of ordering through SAGE or an alternative PSP platform.
9. Coordinate health and safety for the Horticulture Department with the Curator and Senior Horticulturists, ensuring a safe working environment. Maintain, update and distribute all departmental risk and COSHH assessments coordinating input into this process from the Senior Horticulturists.
10. Work with the Senior Horticulturists to organise and deliver the training and development of staff, apprentices, trainees, interns and volunteers.
11. Oversee the Department's arrangements and provisions for volunteers.
12. Participate in Garden events, public outreach and education as required.
13. Schedule the weekend duty rota for horticultural cover and communicate to the Department.
14. Support the Curator, Senior Horticulturists and other NBGW Departments with content creation for public engagement on NBGWs work and activities related to their role.
15. Provide out-of-hours cover for the Horticulture Department in the case of an emergency relating to the upkeep of the living collection and take part in Duty Manager rotas, which will include limited weekend and out-of-hours working.
16. Maintain knowledge of best practise within the horticulture industry and keep abreast of changes and developments.
17. Undertake any other duties as reasonably required.



## Person Specification

Education/Qualifications Knowledge/Experience Competencies/Abilities	Application	Interview	Assessment
<b>Essential Criteria</b>			
A degree in horticulture or a related subject.	✓		
PA1/PA6 Pesticide Certificates.	✓	✓	
A thorough knowledge of horticultural practise.	✓	✓	
A strong and diverse plant knowledge.	✓	✓	✓
The ability to maintain accurate plant records, labels and maps.	✓	✓	
An awareness of health and safety at work practices and regulations.	✓	✓	
Worked within a professional horticultural environment managing a horticultural team.	✓	✓	
Experience of managing people.	✓	✓	
Good communication skills · written, oral and interpersonal.	✓	✓	
Strong organisational skills including planning, budgeting, monitoring and reporting.	✓	✓	
The ability to work as a member of a team and contribute to the Mission and Strategic Objectives of NBGW.	✓	✓	
Clean UK driving license.	✓	✓	
<b>Desirable Criteria</b>			
Level 2 Award in Chainsaw Maintenance and Cross-cutting.	✓	✓	
Knowledge of horticultural machinery and its upkeep.	✓	✓	
Experience of working within a botanic garden.	✓	✓	
Experience of using botanical collections management software.	✓	✓	
Proficiency in written and spoken Welsh or a commitment to learn Welsh.	✓	✓	



Salary Range	£26,500 to £28,090
Closing date	Friday 3 February 2023
Location	Llanarthne, SA32 8HG.
Hours of work	Monday to Friday, 37.5 hours per week, 8am to 4pm

For further information: Please contact Alex Summers [[alex.summers@gardenofwales.org.uk](mailto:alex.summers@gardenofwales.org.uk)]. Also, visit our website at [botanicgarden.wales](http://botanicgarden.wales).

Applications, in the form of a cover letter and CV, clearly showing how you meet the criteria below should be sent to [alex.summers@gardenofwales.org.uk](mailto:alex.summers@gardenofwales.org.uk).

The Garden reserves the right to close this advert early should sufficient applications be received.

Applications are welcome in Welsh, an application submitted in Welsh will not be treated any less favourably than an application submitted in English.

