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| **Role:**  Head Gardener Pitmedden Garden and Haddo House Garden | **Business Function:** North East |
| **Reports to:** Operations Manager, Aberdeenshire North | Pay Band/Starting Salary: Grade 4 upper, £36,469 - £40,342 pro-rata, per annum |
| **Location:** Pitmedden Garden & Haddo House  | **Type of Contract:** Permanent / full-time5/7 rotation with weekend work required.  |
| **Terms and conditions**The post is subject to the standard terms and conditions provided with the application pack and the following special terms also apply:  hours of work = 40 per week on 5 days out of 7 and at times to suit the needs of the job (this will include regular weekend duties on a rota basis).  |

**Pitmedden**

Pitmedden Garden is a vibrant and exciting garden to work within. Its long and varied history underpins the whole estate and its management with the gardens forming a major part of the overall visitor experience. The gardens are always evolving within its historical framework both as a formal layout and as a living work of art.

Pitmedden is known for its Great Garden, originally created in the late 17th century by Sir Alexander Seton. While that framework remains the current main content there has been the recent addition of a major garden development created by an award-winning designer.

The garden is divided by many fine walls with gates and pillars. The main feature of the lower terraces are the Parterres; based on James Gordon’s 1647 designs of the Royal Mile in Edinburgh. Herbaceous borders were added at the time of the Trust’s re-development along with many wall trained Fruit trees and Orchards. The designed landscape extends out to the rectilinear features of field enclosures and drives and overlaid with informal elements such as ponds and dykes. It is lightly wooded with tree belts and small woodlands.

**Haddo**

Haddo House gardens are a vibrant and exciting garden to work within. Its long and varied history underpins the whole estate and its management with the gardens forming an integral part of the overall visitor experience. The gardens are always evolving within its historical framework both as a plantsman’s garden and as a living work of art.

The formal gardens have resonance with Pitmedden in content and style while having their own character. Annual bedding schemes alongside informal open woodland enhance vistas that permeate to the wider designed landscape of the Haddo Estate.

# KEY PURPOSE

This job exists to ensure that the garden and policies of Pitmedden Garden and Haddo House are managed and maintained as nationally recognised gardens of high horticultural importance, contributing to the property’s overall conservation and development, and its enjoyment by visitors and supporters in line with the Trust conservation procedures and Heritage Garden Management Plan.

# KEY RESPONSIBILITIES

The Key Purposes of the job will be met by:

1. Ensuring the conservation and practical maintenance of the garden and policies – whether through delegation to other staff/volunteers, or personal participation - in terms of:
	1. Practical horticulture (e.g., managing trees and shrubs, roses, herbaceous plants, vegetable and fruit gardens and bulbs; turf care; pest/disease/weed control; composting and soil improvement; hard landscaping; path care, plant propagation; plant sales management, tree care, Arboricultural techniques, care & maintenance of garden machinery, tractors, and estate management equipment).
	2. Plantsmanship (e.g., the identification, recording (using Plant databases), labelling of individual plants and other collections).
	3. Research and development (e.g., research into historical precedents and practical contemporary solutions to inform proposed activities and projects).
	4. Interpretation (e.g., through the development and delivery of events such as introductory talks, guided tours or practical demonstrations, contribution to guidebooks or leaflets).
2. Ensuring an appropriate management regime of the gardens and policies that includes the management of:
	1. Staff: including the Regional Grass Cutter and volunteers (recruitment, induction, development, performance management) such that they are fully equipped and motivated to undertake their duties to the required Trust standards.
	2. budgets (setting, phasing, monitoring, pro-active and re-active adjustments) such that both gardens’ finances are sustainable within the context of the wider property budgets.
	3. health, safety and the environment in line with stated Trust policies and approaches to ensure the health and welfare of staff/volunteers.
	4. recognition of the Trust’s Environmental Policy with respect to sustainable gardening activities, including energy, water, recycling, carbon reduction, peat & pesticide-use.
	5. daily, weekly, yearly and longer-term operational work plans and reporting in the context of the properties’ statements of significance and action plans (and contribution to these action plans) to ensure that activities are prioritised and planned to optimize the use of resources.
	6. customer service and care from garden staff/volunteers, and in the broader sense of facilities and “visiting experience”, to ensure that the properties’ reputation for excellence is maintained and enhanced.
	7. Taking a lead property role in monitoring and reporting on hazardous tree inspections
	8. administration to enable gardening activities to be undertaken and recorded efficiently.
3. Participating fully in the property’s wider “management team” including
	1. supporting the Operations manager strategically and practically with the operation of the properties, and assuming the role of “duty manager” as required
	2. taking an active role in promoting the gardens and properties through digital media, events, workshops, presentations, and talks.
	3. Managing turf areas, traffic flow and protecting the estate landscape features during major events including supervision of contractors.
	4. Snow, ice, and storm management
	5. Fire and security duties on a rota basis

The current duties of this job do require a criminal records (Disclosure Scotland) check to be carried out.

**SCOPE OF JOB**

People Management

* Is a direct Line Manager of two Assistant Head Gardeners based at each location; as well as a team of gardeners including: full time Gardeners, seasonal gardeners, and many volunteers.
* Will work closely with other property colleagues (in particular other “heads of department”, and will have some interaction with other technical/specialist advisory colleagues based in other locations and departments (e.g., Head of Gardens & Designed Landscapes, Gardens Advisory staff);
* Will assume supervision of (and responsibility for) all other on-site staff/volunteers (all departments) when designated “Duty Manager” by the Operations Manager or Regional Director for the North East.
* Will have regular (daily) interaction with members of the public of all ages and abilities.
* Will have frequent interaction with suppliers and contractors.

Finance Management

* Budget-holder.
* Will regularly use computerised finance system for the raising of purchase orders for the supply of goods and service, monitoring and setting of revenue budgets and managing capital project work relating to garden activity at both properties.

Tools/equipment

* Will be a frequent user of driven vehicles such as tractors, ride-on and pedestrian mowers.
* Will be a frequent user of powered tools such as chainsaws, mowers, strimmers, hedge-cutters, etc.
* Will be a frequent user of hand-tools such as spades, forks, trowels, rakes, hoes, shears, and secateurs.
* Will be a frequent user of IT equipment.

# REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

The above outlines the key skills the post-holder will need to possess and exercise. In addition, either knowledge of or experience in the following is required:

Essential

* NVQ/SVQ Level 2 in Amenity Horticulture **and** Botanic Garden Diploma/ HND/ HNC in amenity horticulture or related subjects equivalent to NVQ/ SVQ Level 3 or demonstrable equivalent experience
* Driving License, valid for driving within the UK including, if age relevant, Category E entitlement to tow trailers
* Substantial relevant practical experience in general amenity – and/or heritage gardening.
* Sound demonstrable plant knowledge
* Sound knowledge of basic tool and machinery use and maintenance.

Desirable

* Experience of working in a garden open to the public.
* An appreciation of Scottish garden history in general and in 19th & early 20th century gardens & designed landscapes in particular.
* PA1 and PA6a spraying certificates.
* Skills in arboricultural techniques, basic chain-saw certificates – CS30 & CS31.
* Ability to plan, design and execute garden redevelopment projects.
* Sound practical knowledge of Health and Safety processes and procedures and the ability to work effectively within these processes.
* Demonstrable experience of managing a team.
* Demonstrable experience of being a budget-holder.
* Excellent interpersonal and communication skills; confident in interacting and dealing with a wide range of people; and able to represent the Trust.
* Good organisational and time-management skills – including the ability to prioritise work where necessary.
* Competency and self-sufficiency in use of IT (email, internet, word-processing, spreadsheets, databases).

The Key Responsibilities, Scope of Job, and Required Qualifications, Skills, Experience & Knowledge reflect the requirements of the job at the time of issue.  The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

**Applications**

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via workforus@nts.org.uk, by Sunday 28th April 2024

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example "Gardener - Culzean"