|  |  |
| --- | --- |
| **Job Description** | |
| **Post title** | Apprentice (Gardener) |
| **JE Reference No** |  |
| **Grade** | Apprentice |
| **Service** | Neighbourhoods and Climate Change |
| **Service Area** | Environment |
| **Reporting to** | Clean and Green Manager |
| **Location** | You may be required to work at various locations within County Durham. |
|  | |
| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is not** eligible for flexitime - the post holder will be required to work theAnnualised Hours of the service |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |
|  |  |

|  |
| --- |
| **Description of role** |

*Use this section to describe the overall purpose and objectives of the post in clear and unambiguous language. The description should be brief and should represent the main aims of the job.*

As an Apprentice Gardener, you will develop skills, knowledge and experience working in the Clean and Green service.

You will develop skills and knowledge through the provision of a high quality Grounds Maintenance Service assisting the team with grass cutting, operating grounds maintenance machinery and powered hand tools. You will also assist with the planting and maintenance of floral displays and shrub, rose and heather beds.

|  |
| --- |
| **Duties and responsibilities** |

To learn and be given training in the required skills and responsibilities over the term of the apprenticeship to then be able to undertake the full range of duties listed below:

* To study and achieve the Horticulture Level 2 or 3 during the duration of the apprenticeship
* To assist with under the direction of a Gardener 2 or Gardener 3 the delivery of grass cutting of general amenity areas, parks, enclosed gardens and sports facilities
* Under the direction of a Gardener 2 or Gardener 3 operate grounds

maintenance machinery and the use of powered hand tools and work equipment.

* To assist with and under the direction of a Gardener 2 or Gardener 3 the planting and maintenance of floral displays.
* To assist with and under the direction of a Gardener 2 or Gardener 3 the planting and maintenance of shrub, rose and heather beds
* To work effectively as part of a team
* Under the direction of a Gardener 2 or Gardener 3 carryout hedge cutting duties.
* Under the direction of a Gardener 2 or Gardener 3 assist with the marking out of sports fields
* Under the direction of a Gardener 2 or Gardener 3 assist with hard landscaping work such as fencing, paving etc
* Under the direction of a Gardener 2 or Gardener 3 assist with play inspections, goal post testing, headstone inspections and repairs
* Under the direction of a Gardener 2 or Gardener 3 assist with burial duties
* Have a basic knowledge of the councils relevant practices and procedures and ensure that all policies are followed whilst carrying out work with particular regard to Health and Safety
* To accurately complete training documents for all work undertaken.
* To complete the relevant NVQ and City & Guilds qualifications which form part of the apprenticeship framework.
* Undertake Health and Safety and other training as required.
* The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by their Mentor, Supervisor or Manager.

|  |
| --- |
| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager*.*

|  |  |  |
| --- | --- | --- |
| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * A good basic general education to GCSE level or equivalent |  |
| Experience |  | * Previous projects where experience and initiative was demonstrated |
| Skills & Knowledge | * Basic knowledge of role of a Gardener * Good communication skills * Good numeric skills * Ability to work as a team member * IT skills * Good organisational skills | * Knowledge of IT systems. |
| Personal Qualities | * Ability to form effective working relationships with colleagues * Able to work on own initiative or as part of a team * Flexibility within the role in delivering the service |  |