

## JOB DESCRIPTION

JOB TITLE:	Horticultural Nursery Assistant (Part time)
PLACE OF WORK:	Normal place of work is Lufton Depot, Yeovil, but can be required as necessary to work from other Depots/Offices
GRADE / SPINE POINT:	Grade 2 (£17,391 – 18,672) pro rata
HOURS OF WORK:	22.5 hrs
ALLOWANCES:	None
REPORTS TO:	Nursery Team Leader
SUPERVISORY RESPONSIBILITIES:	Seasonal and work placement staff as required.
FINANCIAL RESPONSIBILITIES:	Day to day receipt of cash sales in line with council procedures

### **Main Purpose of the Job**

This post exists to assist the Nursery Team Leader produce high quality plant material, internal decorations and external floral displays as required by clients.

To do this the post holder will:

- Assist in producing a diverse range of high quality plant material to meet client needs within set deadlines
- Assist in ensuring that all plant material is produced on time to an acceptable quality
- Deputise in the absence of the Nursery Team Leader for any duties as directed by the Principal Horticultural officer
- Produce floral displays – including planted containers, hanging baskets and internal decorative displays
- Provide technical advice to customers when required

### **Summary of Responsibilities and Duties of the Job**

1. To assist in undertaking the full range of plant production and husbandry tasks required to ensure the successful production of nursery crops.
2. To assist in compiling work and crop production programmes and ensuring their effective delivery to the line managers satisfaction.
3. To assist in determining customer's requirements and procuring the required materials in line with council procurement rules.
4. To assist the Nursery Team Leader in the continuous improvement of the Unit, identifying and implementing improvements to the nursery and the services it offers.
5. To undertake duties outside of normal working hours, including weekends, for which time off in lieu will be taken or overtime payments made as agreed with the Principal Horticultural officer.

6. To assist in ordering the required materials to produce crops and floral displays in accordance with the Councils Financial Rules and Standing Orders.
7. To supervise and monitor in the absence of the Nursery Team Leader, the seasonal, casual and work placement staff, ensuring that their set objectives and targets are met.
8. To assist in investigating complaints & enquiries from customers and colleagues in a prompt and courteous manner, in line with good customer care practice.
9. To assist with the preparation of quotations and estimates.
10. To assist with the monitoring and delivery of in line with client requirements, timescales and targets.
11. To maintain accurate and legible records including growing records, herbicide application sheets, time recording and overtime sheets.
12. To undertake any other duties that may reasonably be required by the Environment Services Manager.
13. To maintain a full, clean driving license and to report any changes immediately to the Nursery Team Leader and Fleet Services Supervisor.

### **External and Internal Contacts**

Councillors, customers, members of staff and partner agencies.

Face to face, telephone, written and electronic communication.

### **Working Environment**

Mainly based at the Councils nursery. Includes travel to and from various locations within the district and occasional deliveries.

### **Health and Safety at Work**

South Somerset District Council's Policy, Organisational and Arrangement Document, together with this Department's Policy Statement and all relevant Health and Safety at Work Instructions are to be considered as part of this job description.

### **Data Protection and Freedom of Information Acts 1984/1998/2000**

All employees who are involved in the processing or handling of data have an obligation to comply with the terms of the Data Protection Acts 1984 and 1998 and the Council's Data Protection Policy and Freedom of Information Act 2000.

March 2018

## CANDIDATE SPECIFICATION

### Horticultural Nursery Assistant - Part Time

#### JOB REQUIREMENTS

#### ESSENTIAL/ DESIRABLE    EVIDENCE

#### Knowledge

- |   |           |                                |
|---|-----------|--------------------------------|
| 1. Knowledge of plant production techniques                         | Essential | Application form and Interview |
| 2. Understanding of Health and Safety relating to nursery practises | Essential | Application form and Interview |
| 3. Knowledge of good horticultural practice                         | Desirable | Application form and Interview |
| 4. Knowledge of good customer care                                  | Essential | Interview                      |

#### Skills and Abilities

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|---|-----------|------------------------------------|
| 5. Good plant production skills                                       | Essential | Interview and practical assessment |
| 6. Good plant identification skills                                   | Essential | Practical assessment               |
| 7. Ability to work on own initiative with minimal supervision         | Essential | Application form and Interview     |
| 8. Ability to plan and manage own workload                            | Desirable | Interview and References           |
| 9. Ability to work outside of normal working hours including weekends | Essential | Interview                          |
| 10. Good general Horticultural Skills                                 | Desirable | Interview                          |

#### Experience

- |  |           |                                |
|--|-----------|--------------------------------|
| 11. Experience of plant production techniques      | Essential | Application form               |
| 12. Experience in commercial nursery production    | Desirable | Application form and interview |
| 13. Experience of general horticultural operations | Desirable | Application form and Interview |
| 14. Experience of delivering public service        | Desirable | Application form and Interview |

#### Qualifications

- |   |           |   |
|---|-----------|---|
| 15. Full driving licence                            | Essential | Application form and production of certificates |
| 16. Fork lift truck license                         | Desirable | Application form and production of certificates |
| 17. PA 1 & 6 Spraying Certificates                  | Desirable | Application form and production of certificates |
| 18. Relevant technical horticultural qualifications | Desirable | Application form and production of certificates |

## Work-related Personal Qualities

19. Enthusiastic and willing to learn	Essential	Interview and references
20. The ability to communicate successfully with a wide range of people	Essential	Interview and references
21. Flexible and able to adapt to changing circumstances	Essential	Interview and references
22. Trustworthy, dependable and excellent timekeeping	Essential	Interview and references
23. Ability to prioritise workload	Desirable	Interview and references
24. Good team worker	Essential	Interview and references