



Job Profile - Gardener

Location: Hampton Court Palace, Kensington Palace

Reports to: Gardens Management Team

Responsible for: n/a

Purpose of this role: Demonstrate a comprehensive range of Horticultural skills in order to maintain at a high standard a variable collection of plants and Garden elements including trees, shrubs, perennials, lawns and vegetables. Take responsibility and ownership of your work ensuring the Gardens are shown at their best while maintaining a safe, clean and tidy working environment.

What you will be doing in your role:

- Carrying out a wide range of garden duties to a high standard so that the appearance and presentation of the Gardens or Estate is maintained to a very high level.
- To work independently using initiative and vision. Seeking out and responding to issues, immediate needs or occurrences that detract from the Gardens appearance or smooth operation.
- Liaising with and observing contractors and other groups on the site ensuring that they comply with our procedures, safe practices and guiding principles. Alert Team Leaders or other authorities if issues arise.
- Leading the work of a small team that may be volunteers, students, work experience persons or any other individuals that we may have working with us.
- Possess a good knowledge of horticulture and recognise a wide selection of plants including all aspects of the appropriate cultivation.
- Safely use a wide range of horticultural machines and equipment ensuring personal safety by following the related risk assessments.
- Assist the team to achieve its vision and objectives that are laid down in the Gardens strategy.
- Be familiar with the Gardens general history, landmarks, key visitor locations, access points and other important locations within the Gardens & Estate.
- Follow good environmental practices by monitoring the use of materials and other supplies in order to prevent unnecessary wastage and to ensure waste management standards are followed carefully.
- To ensure that all children / young people and vulnerable adults are safe and protected whilst onsite and to be fully aware of Safeguarding reporting procedures should an incident of concern be witnessed.
- Stay up to date with the necessary HRP e-learning modules and demonstrate an appetite for learning and personal development.
- Be flexible and adaptable with working patterns by helping colleagues in other teams depending on workload.
- When required collect litter, empty refuse bins, and oversee the cleansing standards of the section.
- Make every effort to maintain tools, PPE, and machinery ensuring items are stored safely, secured properly, and returned after use.



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- To be responsible for personal administration: Contributing to your Performance Conversations, complying with annual leave processes, keeping licences up to date, carrying security pass, being aware of HRP's security status and be alert to any suspicious activities.
- When required lead Garden tours for non-specialist groups in the Gardens.

Work Safely

- Look after your own health & safety and that of your colleagues
- Know and follow the relevant rules, procedures, and work instructions for the task in hand
- Be aware of the hazards associated with your work and follow the controls identified in the risk assessment.
- Use equipment and tools within guidelines issued and as instructed
- Wear the right personal protective equipment for the task
- Seek assistance where you feel it would be helpful.
- Ensure all accidents and near misses are reported and reviewed.

Safeguarding

- To ensure that all children / young people and vulnerable adults are safe and protected whilst onsite and to be fully aware of Safeguarding reporting procedures should an incident of concern be witnessed.

In addition to your main areas of responsibility, the Performance Framework qualities and behaviours that are required from all our people for successful delivery of our Cause and Strategy are summarised below:

Memorable Experiences

Going above and beyond to create personalised experiences that inspire and provoke change.

Simplify and Adapt

Cutting through complexity to find simple solutions and encourage agile ways of working.

Money Matters

Generating the money to grow our impact and care for our palaces; creating a culture of getting better value and increasing our financial headroom.

Fresh Thinking

Demonstrating the courage to push the boundaries, striving to stretch ourselves.

In this Together

Working collaboratively across the organisation, investing time in building trusted relationships to create 'one team - one HRP'.

Other requirements

In addition to the above you are also required to have read and comply with the rules/standards contained in HRP's Code of Conduct, including Health and Safety requirements. The Code of Conduct can be found in your Staff Handbook.



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