JOB DESCRIPTION

Northumberland County Council

Post Title: Horticultural Apprentice	**Director/Service/Sector:** Local Services/Neighbourhood Services	**Office Use**
Grade: TBC	**Workplace: Various (see job vacancy for location)**	**JE ref:**
Responsible to: Team leader	**Date:** 2019 **Manager Level :**	**HRMS ref:**

Job Purpose: To assist with the delivery of the full range of horticultural, gardening and grounds maintenance activities in Hirst Park.

Resources Staff	None
Finance	None
Physical	Day to day responsibility for the careful use and maintenance of allocated tools and equipment.
Clients	Duties have a direct impact on the health and safety of the community.

Duties and key result areas: Individually or as part of a team and under the general direction of the Park Development Officer to:

1.Contribute to the efficient and effective horticultural and grounds maintenance service, including:

- weeding
- pruning
- mowing grass
- strimming
- cultivating, planting and ripping out bedding plants
- path maintenance
- litter collection and emptying litter bins, and
- park inspections

2. Ensure work is carried out in a safe and responsible manner and in compliance with risk assessments
3. Ensure the safety of other employees and the public in relation to the work undertaken including the safe use of plant, equipment and tools.
4. Ensure the work is completed within the time, quality and specified service standards.
5. Work alongside volunteers, other trainees, apprentices and community organisations to enhance the maintenance of the park.
6. Assist with public events and activities in the park.
7. Assist with with school groups undertaking activities within the park.
8. Assist in the gathering of information on visitor use, visitor profiles, and events and activities taking place at the parks/green spaces.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders may be asked to undertake other duties and responsibilities relevant to the nature, level and extent of the post.

Work Arrangements

Physical requirements:	Predominantly standing with regular walking, bending and kneeling, with some lifting, pulling and pushing. Need to remain alert for traffic and other potential hazards. Capable of complying with the physical demands of the post.
Transport requirements:	Need to attend training and development courses, meetings or other work sites within area.
Working patterns:	Normal working week, Monday to Friday, with occasional weekend.
Working conditions:	Extensive exposure to working outdoors in all weathers all day, with exposure to designated chemicals for which the wearing of specialist protective clothing may be required.

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PERSON SPECIFICATION

Post Title: Horticultural Apprentice	**Director/Service/Sector:** Local Services / Neighbourhood Services	Ref:
Essential	**Desirable**	**Assess by**
Qualifications and Knowledge		
An appreciation and interest in the need for the service. Basic numeracy and literacy	None	
Experience		
None	None	
Skills and competencies		
Able to understand and follow straightforward spoken and written instructions. Able to keep basic work records. Dexterity and co-ordination to use hand or power tools and equipment. Good communication skills to enable dealings with the public.	None	
Physical, mental and emotional demands		
Able to cope with the regular high level of physical demand. Able to maintain general awareness for safe working conditions with some periods of concentrated mental attention. Regular contact with service users and the public, including individuals and groups with special needs. Ability to operate outdoors in all weather conditions.	None	
Motivation		
A willingness to undertake job related training to NVQ level 2 Reliable and keeps good time. Committed to the ethics of public service, quality and customer service. Appropriately follows instructions to achieve a flexible and cooperative attitude. Supportive and adapts to team working. Demonstrates integrity and upholds values and principles.	None	
Other		
Ability to work occasional weekends and evenings when required.		