



HISTORIC
ENVIRONMENT
SCOTLAND

ÀRAINNEACHD
EACHDRAIDHEIL
ALBA

Gardener

Closing Date: Wednesday 07 June 2023, midday

Expected Interview Date: w/c 19 June 2023

Recruitment Reference:

HES/23/108

Starting Salary:

£23,571 pro rata
per annum

Salary Range:

£23,571 - £26,422
pro rata per
annum

Pay Band:

B

Directorate:

Operations

Location:

Dirleton Depot

Line Manager:

William Reid,
Works Manager

Contract Type:

Permanent

Working Hours:

Full Time,
annualised hours,
1932 hours per
year - average 37
hours per week

Thank you for your interest in the post of Gardener with Historic Environment Scotland, based at Dirleton Castle Depot. This is a permanent and pensionable appointment.

You will be responsible for assisting the Head Gardener in an extensive programme of regeneration of herbaceous borders and formal gardens, propagation within the glasshouses on site, growing plant stock for use throughout the year. The role will also entail working in a dedicated team in maintaining, developing, and presenting the Gardens to an extremely high standard as befits their status.

About us

We are the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. We're at the forefront of researching and understanding the historic environment and addressing the impact of climate change on its future. We investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance. We have a People Strategy, which is an overarching strategy to ensure we support and develop staff within the organisation.

Our Vision

Our vision is that Scotland's historic environment is cherished, understood, shared and enjoyed with pride by everyone.

Our Priorities

- The historic environment makes a real difference to people's lives
- The historic environment is looked after, protected and managed for the generations to come.
- The historic environment makes a broader contribution to the economy of Scotland and it's people
- The historic environment inspires a creative and vibrant Scotland
- The historic environment is cared for and championed by a high performing organisation.



Overview of the post and information about the team

The Dirleton Castle Depot Monument Conservation Unit, (MCU), currently consists of a team which carry out conservation and maintenance work on a variety of locations. The team is headed by a Works Manager who has direct line management responsibilities for the whole team.

The role will entail working in a dedicated team in maintaining, developing, and presenting the Gardens to an extremely high standard as befits their status, mentoring and supporting apprentice development if that is required in the future, and, when required, to work as part of the Gardens Team in developing and maintaining other gardens within Historic Environment Scotland's care.

Key responsibilities, duties and objectives

Main duties of the role are as follows:

- To maintain and develop the mixed borders within the Gardens
- To maintain lawn areas within the Gardens
- To assist in the maintenance and production of glasshouse nursery stock
- To assist in the maintenance of paths within the Gardens
- To assist in apprentice mentoring and training as required

Objectives as follows:

- To deliver grounds maintenance within a historic landscape to the highest possible standard. Including the provision of care for trees, shrubs, herbaceous, half-hardy and hardy plant stock within that environment.
- To assist in the maintenance and production of glasshouse nursery stock. This will involve having a sound knowledge of glasshouse cultivation and a high level of propagation skills in order to produce high quality stock from seed and cuttings.
- To provide all aspects of lawn care including safe use of machinery within a busy environment.
- To work safely within a busy environment in delivering all objectives.



Post Competencies

You will be assessed against these competencies during our selection process.

Core Competencies:

- Delivering excellent Service – Demonstrating a commitment to quality services
- Teamwork - Contributing to and supporting working together
- Planning and Organising - Putting plans and resources in place to achieve results
- Communication - Communicating appropriately and clearly
- Knowledge & Expertise - Applying and developing knowledge and expertise to achieve results - (See below for specific criteria)
-

Knowledge, skills and experience

You will be required to demonstrate that you meet the requirements and qualifications below as part of the selection process.

Essential requirements:

Experience of:

- Plant identification and cultivation methods
- Awareness of plant pest and diseases and their treatment
- Glasshouse maintenance and production
- Turf maintenance and establishment
- Use of horticultural machinery
- All aspects of high standard gardens maintenance
- All aspects of Glasshouse cultivation

Desirable requirements:

- Full UK Driving Licence

Qualifications & Professional Memberships:

- SVQ2/3 in Horticulture or equivalent work experience – essential
- PA1 AND PA6 herbicide use certification - desirable



What we offer

We welcome applications from all nationalities, assuming that they have the right to work in the UK: applying for a job with us could open the door to a unique work environment. It will give you job satisfaction and excellent development opportunities, plus a competitive salary, 25 days paid holidays (rising to 30 days after 3 years' service) and 11.5 public holidays a year – pro rata for part time staff.

In addition we offer a great benefits package to our employees which includes:

- flexible working hours (where appropriate)
- special leave
- maternity/paternity leave
- adoption leave
- reimbursement for relevant professional subscriptions
- support for further education and personal development
- study leave for work related courses
- access to a learning resource centre

Health and welfare

We offer you access to:

- our Employee Assistance Programme – for confidential advice and counselling
- an occupational sick pay scheme
- discounts at some local authority leisure facilities
- access to a free Headspace membership
- interest free loans for bicycles and annual travel passes (see 'season ticket' below)
- reasonable adjustments when needed, as part of our Equalities policy

Staff discounts

You will receive:

- free entry to all of our properties (with up to three guests)
- free entry to English Heritage, Manx and Cadw properties
- 20% off purchases in our retail outlets

Season tickets

You can receive an advance to help with the cost of buying an annual season ticket for travel between home and work. The advance is then repaid from your salary over the life of the season ticket. Available to all permanent and fixed-term staff.



HISTORIC
ENVIRONMENT
SCOTLAND

ÀRAINNEACHD
EACHDRAIDHEIL
ALBA

How to apply for this post

You can apply on-line by visiting our website at <https://applications.historicenvironment.scot/>.

Guidance on completing the application can be found in the 'Guidance notes for applicants' document, also available at the above website, which we recommend that you read, in conjunction with this Job Description.

Your application must arrive by the advertised closing date. Please note that when applying online, we will only be able to see your application once you fully submit it.

If you are unable to complete an online application form, please email CDsouthadmin@hes.scot, quoting the job title and recruitment reference, and we will arrange for an application form to be sent to you.

Please note that, as we operate an electronic recruitment system, we will contact you via the email address that you provide in your application to inform you of the outcome of your application.

For further information about the post, please contact William Reid, works Manager via email at William.Reid@hes.scot.

We welcome all applicants from under-represented groups within HES. We know from our [equality monitoring](#) that we need to increase our diversity in terms of ethnicity and disability. We also want to address occupational areas where the ratio is disproportionately in favour of women or men. We ask all applicants to complete the Equality Monitoring section of the recruitment paperwork to help us pursue a diverse and inclusive workforce. In support of our Gaelic language plan we welcome applications from Gaelic speakers.

Human Resources
Historic Environment Scotland