



COMPETITION NOTICE and JOB DESCRIPTION

Open Recruitment Competition

(a) Craft Gardener at Garinish Island, Co. Cork (one permanent position)

(b) Craft Gardener at Fota Arboretum & Gardens, Co. Cork (one fixed term position for four months)

Competition Reference: 2017016

Closing Date: 5:30pm on Tuesday, 18 April 2017.

The Office of Public Works (OPW) invites applications to fill positions in the grade of Craft Gardener in the OPW's Heritage Services.

The position at Garinish Island will be a permanent Non-Established State Industrial post, based on a 39-hour week, and will be subject to an eleven-month probation period. Appointment to the substantive post will be dependent upon successful completion of the probationary period.

The position at Fota Arboretum & Gardens will be a Fixed Term (four months) Non-Established State Industrial post, based on a 39-hour week, and will be subject to a probationary assessment period.

Selection of the successful candidates will be by competitive interview. Short-listing of applicants, to be invited for competitive interview, will apply.

Minimum Eligibility Requirements

Candidates must, on the closing date for receipt of applications:

- have a Bachelor of Science in Horticulture (Hetac Level 7), or its equivalent.
- have a minimum of one year's experience as a Craft Gardener.

Applicants must indicate clearly on the Application Form which position they are applying for.

Pay

The pay scale per week for the position (rates effective from 1 April 2017) is as follows:

Personal Pension Contribution (PPC)

€650.93, €671.33, €721.12, €726.17, €731.18, €736.20, €741.21, €746.24, €751.27, €756.26, €761.87

This rate will apply where the appointee is a new entrant or an existing State Industrial Employee appointed on or after 1 January 2013 and **is required** to make a Personal Pension Contribution.

Non-Personal Pension Contribution (Non-PPC)

€619.99, €639.37, €686.74, €691.53, €696.30, €701.06, €705.82, €710.60, €715.38, €720.12, €725.45

This rate will apply where the appointee **is not required** to make a Personal Pension Contribution.

The successful candidates, upon appointment, will be paid at the appropriate point of the pay scale.

Notes:

- Overtime may apply.
- Attendance on site at weekends as required.
- Will demonstrate flexibility and mobility consistent with the needs of the service.

Special Conditions apply:

Hazards; Chemicals; Sharps; Manual handling including awkward/heavy loads; Working at heights; Working on an island.

Principal Requirements, Duties and Skills

The following list of duties is not exhaustive but indicative of the role of Craft Gardener with the OPW;

- Planting, cultivation and maintenance of plants, including plant collections (with a particular emphasis on Southern Hemisphere plants), fruit & vegetable gardens, bedding schemes, climbers, herbaceous borders, trees and shrubberies,
- Propagation of all plants, including collections, bedding etc.,
- Supervise collection, cleaning, packeting, numbering and listing of seed/vegetative material for distribution,
- Prepare plant layouts for beds, shows and exhibitions,
- Prepare and update records of plant collections in allocated sections, in conjunction with the Craft Chargehand (including identification, verification, labelling, documentation),
- Identification and control of pests, diseases and weeds,
- Care and maintenance of lawns,
- Arboriculture and tree management works on completion of training,
- Supervise and participate in the carrying out of developmental work in conjunction with the Craft Chargehand,
- Participate in work scheduling and note actions to be taken,
- Plan daily/ weekly work programmes and implementation of projects,
- Maintain a record of daily work being carried out and plan both daily and weekly work programmes,
- Prepare lists of plant and material requirements,
- Ensure that work is carried out in an efficient and safe manner, and that personal health and safety of staff, students and members of public is not compromised. Complete all relevant health & safety record keeping including risk assessments, safety methodologies, job safety plans etc.,
- Ensure that personal protective clothing supplied is worn as tasks dictate, STC boots compulsory at all times,
- Use, care and maintenance of tools and equipment,
- Take responsibility for the fabric of sections/gardens including buildings, walks, seats, litter bins etc. and report any damage observed, also note and report any environmental issues of note,
- Opening, clearing and closing of glasshouses, gardens as relevant,
- Monitor and adjustment of climatic controls, boilers, heaters, demineralising plant, including checking of water P.H.,
- Maintenance and development of Apiaries as relevant,
- Supervision and allocation of work to General Operatives,
- Supervision and training of students, keeping of absence records in conjunction with Craft Chargehand,
- Supervision and training of transition year students.
- Supervision of Horticultural Assistants,
- Supervision of contractors,
- Ensure the attendance and good timekeeping of staff and students,
- Arrange and participate in practical skills training and assessment of students,

- Take responsibility for rostered overtime, ensuring cover if unavailable,
- Execution of garden security duties,
- Liaise with the public, disseminate information, answer queries and give guided tours and lectures as requested,
- Attend all training as deemed necessary,
- Attend trade shows, conferences, courses, as deemed necessary,
- Deputising for the Chargehand as deemed necessary,
- Carrying out the instructions of the Parks Superintendent, Foreperson, Head Gardener etc.,
- All other duties commensurate with the post.

Contacts with:

- Staff of the Office of Public Works
- Horticulture Workplace Students
- Members of the Public
- Outside Contractors

Reporting Relationship

The Craft Gardener reports to the Chargehand Craft Gardener/ Foreman, and any other person to whom authority has been delegated and/or assigned.

How to Apply

Applications for the post are invited from those who meet the criteria as outlined in the essential eligibility requirements above. The selection process will include short-listing of candidates to be invited for competitive interview on the basis of information supplied on the application form.

When completing the form, please take the opportunity to provide as much information as possible and to demonstrate relevant qualities and experience to support your application.

Candidates must produce satisfactory documentary evidence of all qualifications claimed by them, promptly on request. Failure to produce such documentary evidence when requested may lead to disqualification from the competition and/or termination of contract.

Application forms are available at www.opw.ie under the Recruitment Section.

If you are interested in being considered for either of the above positions and are satisfied that you meet the criteria as outlined above, please complete an application form (which must be signed) clearly indicating the post in which you are expressing an interest and return a hard copy to:

Margaret Stafford
Industrial Personnel Division
Office of Public Works
Jonathan Swift Street
Trim
Co Meath

email: margaret.stafford@opw.ie

The closing date for receipt of completed application forms is **5:30pm on Tuesday, 18 April 2017**.

Applications received after this date and time will not be considered for the competition.

Please note that **only hard copy applications will be accepted** – forms should not be submitted by email.

Candidates should inform Industrial Personnel, in advance, of any special requirements that need to be accommodated during the recruitment process.

Reserve panels may be formed following the interview process.

The OPW will not be liable for any costs incurred in applying for the positions and/or attending an interview.

The OPW is committed to a policy of equal opportunity.

Please note that canvassing will disqualify.