



COMPETITION NOTICE and JOB DESCRIPTION

Recruitment Competition for the position of

Craft Foreperson/Estate Manager

at

**Doneraile Court Gardens & Parkland and Annes Grove Gardens
Co Cork**

Competition Reference: 2018088

Closing Date has been extended to: 5:30pm Monday, 21st January 2019

The Office of Public Works (OPW) is holding a recruitment competition for appointment to the position of Craft Foreperson/Estate Manager in National Historic Properties, covering Doneraile Court Gardens & Parkland and Annes Grove Gardens, Co. Cork.

Overview

Doneraile Court Gardens & Parkland comprises 400 acres of National Historic Parkland and attracted 480,000 visitors in 2017. The Estate's highlights include the magnificent Capability Brown-style landscape, still water lakes, the river Awbeg, bridges, tree plantations, formal gardens, a herd of Kerry Cattle and Sika, fallow and red deer. The 18th century house is currently undergoing extensive works and will open to the public for the first time in 25 years in May 2019.

Annes Grove Gardens has been in state care since 2015 and is undergoing a major reinstatement programme to restore one of Ireland's great gardens to its former glory. Comprising 190 acres, this riverside property is the home of plant collections assembled by the late Richard Grove Annesley, Robinsonian style gardens and an early 18th century Queen Anne house.

Based between Doneraile Court Gardens & Parkland and Annes Grove Gardens in north Co. Cork, the successful candidate will report to the Regional Manager and to National Historic Properties in Dublin. Responsible for day-to-day operations of both properties, this is an opportunity for the right person to make their mark on two nationally significant historic sites as they move into a new era.

The successful candidate will be required to report to and work at either site as and when directed by management. It will be a condition of these working arrangements that no travel or subsistence expenses will be payable in respect of travelling to/from and working at both sites. The hours of attendance will be determined by local management requirements.

The position will be a Non-Established State Industrial post, based on a 39-hour week, and will be subject to a seven-month probation period, which may be extended to ten months under certain circumstances.

Persons who wish to be considered for appointment to the above position should submit a completed and signed application form, and copies of relevant certificates of attainment in support of their application. A short-listing assessment, on the basis of the information supplied in the applications, may be used by OPW to select those applicants who are to be invited to attend for competitive interview.

The competitive interview process will be used by OPW to select those candidates determined by the Interview Board as being suitable for appointment to fill the position and a reserve panel, effective for a limited period, may be formed.

Reporting Function:

The Craft Foreperson/Estate Manager reports to and takes direction from the Park Superintendent and Administration Managers and any person to whom authority is delegated and/or assigned.

The Role:

The Craft Foreperson/Estate Manager is a supervisory working grade. The primary function of the jobholder is to manage all areas of Doneraile Court Gardens & Parkland and Annes Grove Gardens, including structures. The jobholder is also responsible for the management of staff, visitor facilities, concessionaries and contractors within his/her area of operation. The Craft Foreperson/Estate Manager must be available for overtime as and when required.

Essential Eligibility Requirements (must be met at the closing date for receipt of applications):

- Bachelor of Science in Horticulture (Hetac Level 7) or equivalent;
- Current full clean driving licence (Minimum Category B & W);
- Have a minimum of 2 years' experience as a craft gardener.

Principal Duties and Skills:

The following list of duties and skills is not exhaustive but indicative of the role of Craft Foreperson/Estate Manager:-

- to engage in regular daily contact with the Park Superintendent in relation to the work programme, personnel issues and issues impacting on the property;
- to undertake and management as required on development and maintenance projects on the Gardens, Parklands, House and Ancillary buildings within the Estates;
- to undertake management duties in the Houses and Ancillary buildings as required;
- to liaise with and manage contractors on site ensuring that the highest level of excellence is delivered as per contract requirement and in a safe manner;
- to manage the property and all aspects of the plant collection to the highest horticultural standard, to manage the plant catalogue, liaising with the Plant Records officer and to develop these in conjunction with management;
- to ensure that all aspects of the fabric of the property are maintained in good condition, adopting a proactive approach to avoid its degradation;
- to manage, motivate, supervise and train staff within his/her area of operation, as directed by management;
- to liaise daily with the local staff to develop and manage work schedules in conjunction with them;

- to work closely with Guide staff, as relevant, developing their understanding of the content of the property, enabling them to deliver targeted guided tours to visiting groups;
- to take responsibility for all staff and any students of the property, paying particular attention to time keeping, punctuality, rostering, performance management and attendance at work;
- to ensure that pay-related matters such as overtime, holidays, time off, accident reports and all staff records are managed as directed by management;
- to work assiduously in the renewal, upgrading and verification of collections;
- to develop and maintain a good plant labelling and record-keeping system in collaboration with management;
- to develop and engage in a programme of propagation of the Park and Gardens plant collection and all incoming material;
- to be responsible for the co-ordination of planting programmes, grass-cutting, compost-making, tree remediation and surgery and all work associated with the work programme of the Park and Gardens in conjunction with management;
- to manage the Phenological and Meteorological Readings as relevant;
- to liaise with caterers to ensure that the catering concession or contractors and other licensees on site abide by their signed agreements and operate in a safe manner and provide good customer service;
- to liaise with Building Maintenance Services of the OPW, preparing requisitions as necessary;
- to liaise with all OPW personnel including, but not exclusively, Architects, Engineers and Building Maintenance Services;
- to liaise with suppliers of services to the property, ensuring that there is compliance with agreed work methods and procedures as appropriate to their business;
- to perform the role of Safety Supervisor of the site;
- to ensure that all staff adhere to Health, Safety and Welfare Regulations in force; to attend all Health and Safety committee meetings, that appropriate records are kept and that staff members abide by the Safety Statement;
- to manage the fabric of the property in such a way as to avoid accident or injury to visitors and staff;
- to ensure that risk assessments are carried out;
- to ensure that adequate PPE and work wear is available on site and is worn as directed;
- to assist in the development and planning of the property, its collections and public role;
- to ensure that a student training and assessment programme is carried out as required;
- including the organisation of student practicals;
- to deliver public lectures and demonstrations;
- to engage and guide specific tour groups and deliver horticultural programmes to groups in education;
- to engage in the preparation and transmittal of wages, as required;
- to participate in the preparation of tender documents for goods and services.

Additional Duties specific to Doneraile Court Gardens & Parkland and Annes Grove Gardens:

- Ensure proper and efficient use of all stores and materials supplied to sites in your charge;
- Report any misuse/abuse of the OPW time, materials, equipment by staff/contractors on site or any serious misconduct or breaches in discipline;
- Undertake the management and handling of animals including the maintenance of records for the deer and cattle herds on site ensuring OPW compliance with all statutory obligations;
- Support and liaise with contractors, specialists and event organisers working at the historic properties in your charge;
- Manage site records as required;
- To assist in all other duties as may be directed by the Park Superintendent.

The Craft Foreperson/Estate Manager is required to:

- keep a daily work diary and to carry out report writing as required;
- complete all accident reports in a timely manner and submit them to management;
- complete relevant paperwork to a high standard;
- attend all management meetings and participate in the preparation of work plans;
- attend all Safety Committee Meetings;
- successfully undertake all training as deemed necessary;
- be familiar with the Health & Safety Statement and prepare updates and revisions for the annual review;
- operate the OPW Grievance, Disciplinary and Dignity at Work procedures in close co-operation with OPW HR;
- demonstrate flexibility and mobility, consistent with the needs of the service;
- work overtime, as required, including weekday, weekend and public holidays;
- co-operate and engage with ICT in its current and future state;
- arrange facilities for events and shows;
- represent the property in the wider community, at horticultural shows, and local horticultural initiatives;
- engage positively with the Performance Management & Development System (PMDS) ensuring its operation for all site employees;
- bring forward suggestions or recommendations in connection with the work of the property; any such suggestions and recommendations will receive due consideration by management;
- carry out any other duties appropriate to the grade that may be assigned from time to time;
- carry out all works in a safe manner having regard for colleagues and the public.

A Craft Foreperson/Estate Manager is expected to:

- have an enthusiastic approach and detailed understanding of the work of the property;
- develop good teamwork with the staff within his/her area of operation;
- develop good communication with the wider community, including neighbouring properties;
- exhibit excellent communication skills when liaising with garden staff, visitors and the wider community.

Contacts with:

- Staff of the Office of Public Works;
- Horticulture Workplace Students;
- Members of the public;
- External contractors and suppliers;

Special working conditions apply:

Hazards, chemicals, sharps, manual handling including awkward/heavy loads, working at heights, near water, in confined spaces and on uneven ground, mechanical lifting of heavy loads, traffic, dealing sensitively with members of the public and with staff and volunteers in adjacent properties

Outside Employment

The officer may not engage in private practice or be connected with any outside business, which would interfere or conflict with the performance of official duties. Clarification must be sought from line management where any doubt arises.

Health

Before being accepted as suitable for appointment, the appointee must satisfy certain criteria including suitability in respect of health. The onus is on the appointee to declare their suitability, to the best of their knowledge and belief, regarding their health status, and in this regard, the appointee will be asked to complete a health self-declaration statement. Please note that any misstatements, incomplete statements and/or false declarations are liable to disqualify the appointee from the competition and/or result in the summary termination of their appointment to/employment in the position.

Security Clearance

Garda vetting may be sought in respect of individuals who come under consideration for certain appointment(s). The proposed appointee may be required to complete and return a Garda Vetting form that will be forwarded to An Garda Síochána for security checks to be undertaken. Enquiries may also be made with the police force of any country in which the proposed appointee resided. The person selected for appointment under this competition may receive an offer of appointment, the commencement and continuation of which would be subject to satisfactory Garda Vetting of the proposed appointee.

Pay:

The Craft Foreperson/Estate Manager per week pay scales (rates effective from 1 January 2018) are as follows: -

Personal Pension Contribution (PPC) Rate of Pay

€856.81; €949.83 (after 2 years).

This rate will apply where the appointee is a new entrant or an existing State Industrial Employee appointed on or after 1 January 2018 and **is required** to make a Personal Pension Contribution.

Non-Personal Pension Contribution (Non-PPC) Rate of Pay

€815.61; €904.05 (after 2 years).

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

Candidates should note that entry will be at the minimum of the scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Increments may be awarded subject to satisfactory performance and to changes in the terms and conditions relating to salary increments in the Civil/Public Service generally.

Application Process

Applications for the post are invited from candidates who meet the essential eligibility requirements above.

Persons who wish to be considered for appointment to the above position should submit a completed and signed Application Form, and copies of certificates and other relevant attainments in support of their application. When completing the Application Form, applicants should take the opportunity to provide as much relevant information as possible and to demonstrate relevant qualities and experience to support the application.

An Application Form for the position is available on the OPW Website at www.opw.ie in the 'Latest News Section' or under the 'Recruitment' tab.

If you meet the criteria as outlined, complete the application form (which must be signed) and return it to:

**Recruitment
HR Management (Operational)
Office of Public Works
Jonathan Swift Street
Trim
Co. Meath
C15 NX36**

The closing date for receipt of completed application forms has been extended to:
5:30pm on Monday, 21st January 2019. Applications received after this time will **not** be considered for the competition.

Applications will **not** be accepted by email for this competition

It is the applicants own responsibility to ensure that the application is received before the closing time and date.

The Office of Public Works will not be liable for any costs incurred in applying for the position and/or attending for interview.

The Office of Public Works is committed to a policy of equal opportunity.

Please note that canvassing will disqualify.