



## COMPETITION NOTICE and JOB DESCRIPTION

Open Recruitment Competition for the positions of

**Head Gardener**

and

**Gardener**

at

**Doneraile House & Parklands and Annes Grove Gardens,  
Co. Cork**

**Competition Reference: 2019018**

**Closing Date: 5.30pm on Thursday, 25<sup>th</sup> April 2019**

The Office of Public Works (OPW) invites applications for the positions of Head Gardener and Gardener at Doneraile House & Parklands and Anne's Grove Gardens, Co. Cork.

The positions will be permanent Non-Established State Industrial posts based on a 39-hour week, and will be subject to a seven-month probation period which may be extended to 10 months under certain circumstances. Continuation in employment in each post, following the end of the Probation Period, will be dependent upon the appointees fully meeting the requirements of the positions during the Probation Period.

The successful candidates will be based at both Annes Grove Gardens, Castletownroche and Doneraile Park, Doneraile, Co. Cork, and 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.

Persons who wish to be considered for appointment to the above positions should submit a completed and signed Application Form.

A short-listing assessment, based on the information supplied in the Application Forms, may be used by OPW to select those applicants who are to be invited to attend for competitive interview.

The competitive interview process, which may incorporate a practical element, will be used by OPW to select the candidates determined by the Interview Board as being suitable for appointment to fill the positions and a reserve panel, effective for a limited period, may be formed. Appointment to the positions will be subject to the provision of satisfactory references and meeting requirements for satisfactory health and vetting.

### **OPW Areas of Responsibility**

The OPW's areas of responsibility include **Heritage Services** and **Flood Risk Management**. The OPW's Heritage Services has responsibility for the protection, care and maintenance of 780

heritage sites, nationwide, including national monuments, historical parks, gardens and buildings.

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

#### **Head Gardener:**

- Bachelor of Science in Horticulture, Hetac Level 7, or equivalent;
- Minimum of 2 years' Horticultural experience as a Craft Gardener. Experience of working with Plant Collections desirable;
- A full, clean and current driving licence, minimum category B & W and use of own transport.

#### **Gardener:**

- Bachelor of Science in Horticulture, Hetac Level 7, or equivalent;
- Minimum of 1 years' Horticultural experience in Amenity Horticulture;
- A full, clean and current driving licence, minimum category B & W and use of own transport.

#### **Reporting Arrangements:**

The Head Gardener and the Gardener report to: -

- Park Superintendent;
- Foreperson;
- The Gardener will report to the Head Gardener;
- Any other person to whom authority has been assigned and/or delegated.

### **Responsibilities and Principal Duties (Head Gardener)**

The following list of duties is not exhaustive but indicative of the role of Head Gardener with the OPW:

- Carrying out the instructions of the Park Superintendent, Foreperson, etc.;
- Supervision of the workforce on site, including Craft Gardeners, General Operatives, Apprentice Gardeners, students and Contractors, as appropriate;
- Ensuring that proper standards of workmanship, attendance and discipline are maintained including Record Keeping in this regard:
  - Timesheets
  - Attendance levels
  - Pay queries
  - Rostering Overtime;
- Horticultural maintenance of and development of the site;
- Production of vegetables, plants - annual, herbaceous – etc., where appropriate;
- Planning daily/weekly work programmes and implementation of projects;
- Dealing with Contractors;
- Preparing lists of plant and material requirements;
- Ensuring that site conforms fully to Health and Safety requirements, including Record Keeping in this regard: -
  - Ensuring accident reports are properly filed and reported
  - Maintaining work areas in a clean, tidy and safe condition
  - Being familiar with the Safety Statement and Safe Operating Procedures
  - Ensuring machinery / equipment is inspected and maintained in good working order;
- All aspects of Gardener responsibilities and duties (a full list is shown under the separate heading below) including: -

- Operating equipment and machinery;
- Planting Programmes;
- Propagation;
- Arboriculture;
- Day to Day management of site;
- Report writing e.g. Accident/Incident;
- Daily Horticultural maintenance and development of the site;
- Giving tours/ lectures as requested;
- Supervising and assessing students and apprentices;
- Interior plantscaping;
- Delivering Health & Safety in line with OPW Policy and Safety Statement;
- Upkeep/maintenance/presentation of all site facilities for the staff and public.

#### Notes

- Overtime may apply;
- Attendance on site at weekends and on public holidays as required.

#### Contacts with

- Staff of the Office of Public Works;
- Members of the Public;
- Outside Contractors;

#### Special Conditions apply

- Hazards, chemicals, sharps, plant and equipment operation, working at heights, lifting awkward heavy loads, regular physical activity, working in inclement weather, working alone and in teams, Walking and working on uneven ground, at heights and in confined spaces, traffic, livestock, wildlife, disorderly members of the public, environmental awareness.

#### Pay

The **Head Gardener** (per week) pay scale [with effect from 1 January 2019] is as follows: -

##### **Personal Pension Contribution Rate (PPC)**

€702.91, €728.35, €778.88, €788.26, €792.84, €797.89, €802.62, €805.02, €807.54, €809.95, €812.23, €816.20, €819.22, €826.44.

This rate will apply where the appointee is 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)**

€669.43, €693.57, €741.63, €750.56, €754.90, €759.71, €764.20, €766.48, €768.86, €771.16, €773.35, €777.10, €779.97, €786.83.

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

The successful candidate will be paid at the appropriate point of the pay scale.

#### **Responsibilities and Principal Duties (Gardener)**

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

- Planting, cultivation and maintenance of plants, including plant collections, 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 Head Gardener (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 Head Gardener;
- 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.;
- Supervision and allocation of work to General Operatives;
- Supervision, training and assessment of students/apprentices, keeping of absence records in conjunction with Head Gardener;
- 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 and successfully achieve the required standard in all training as deemed necessary;
- Attend trade shows, conferences, courses, as deemed necessary;
- Deputising for the Head Gardener as deemed necessary;
- Carrying out the instructions of the Parks Superintendent, Foreperson, Head Gardener etc.;
- Operating equipment and machinery;
- Day to Day management of site;
- Report writing e.g. Accident/Incident;
- Daily Horticultural maintenance and development of the site;
- Giving tours/ lectures as requested;
- Interior plantscaping;
- Delivering Health & Safety in line with OPW Policy and Safety Statement;
- Upkeep/maintenance/presentation of all site facilities for the staff and public;
- All other duties commensurate with the post.

## Notes

- Overtime may apply;
- Attendance on site at weekends and on public holidays as required.

## Contacts with

- Staff of the Office of Public Works;
- Members of the Public;
- Outside Contractors.

## Special Conditions apply

- Hazards, chemicals, sharps, plant and equipment operation, working at heights, lifting awkward heavy loads, regular physical activity, working in inclement weather, working alone and in teams, Walking and working on uneven ground, at heights and in confined spaces, traffic, livestock, wildlife, disorderly members of the public, environmental awareness.

The **Gardener** (per week) pay scale [with effect from 1 January 2019] is as follows: -

### **Personal Pension Contribution (PPC)**

€664.01, €684.83, €735.62, €740.76, €745.87, €751.00, €756.11, €761.24, €766.37, €771.47, €777.18.

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

### **Non-Personal Pension Contribution (Non-PPC)**

€632.45, €652.23, €700.55, €705.43, €710.30, €715.16, €720.01, €724.89, €729.77, €734.60, €740.04.

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

## **The Head Gardener and Gardener are required to:**

- demonstrate flexibility and mobility, consistent with the needs of the service;
- contribute to and maintain a good team spirit and an effective team-working environment;
- remain calm while working under pressure when effectively dealing with incidents;
- make sound judgements in emergency situations;
- work on own initiative in accordance with manager/supervisor instructions whilst being an effective part of a larger team;
- apply excellent and effective interpersonal and communication skills coupled with a professional, polite and courteous manner when dealing with colleagues, management and the public;
- apply the energy, enthusiasm and the willingness to contribute effectively to a positive visitor experience for the public and to keep abreast of OPW activities;
- apply a positive, flexible and proactive approach to work allied with an ability to deliver an effective work presence;
- carry out all work in a safe manner both to colleagues and to the public through understanding, observance and application of Health and Safety requirements;
- successfully undertake training as and when required;
- carry out other duties/works deemed by management as appropriate to the grade and to the position;

- Co-operate with the introduction of new work practices and technology.

### **Age**

On the closing date for receipt of applications for the positions, the following are the eligibility requirements with regard to age;

- the minimum age requirement for potential applicants is 18;
- the appointee, if not a State Industrial employee appointed before 1 January 2013, will be a member of the Single Public Service Pension Scheme, as defined in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. Under the Scheme, retirement is compulsory on reaching 70 years of age.

### **Outside Employment**

The position is whole-time and 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.

### **Ill-Health Retirement**

For an individual who has retired from a Civil/Public service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

### **Health**

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 and complete an on-line health questionnaire. 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.

### **Garda Vetting**

Garda vetting will be sought in respect of individuals who come under consideration for appointment. The proposed appointee will be required to complete and return a Garda Vetting form, which 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. Persons selected for appointment under this competition may receive offers of appointment, the commencement and continuation of which would be subject to Garda Vetting of the proposed appointees.

### **Application Process**

Applications for the posts are invited from persons who meet the essential eligibility requirements above. Selection will be by way of competitive interview and may involve a practical test. The selection process may include short-listing of candidates to be invited for competitive interview on the basis of information supplied on the Application Forms. When completing the Application Form, please take the opportunity to provide as much relevant information as possible and to demonstrate relevant qualities and experience to support your application.

Advice and information that may be of assistance to applicants and interviewees is available on the OPW website at: <https://www.opw.ie/en/recruitment/>

An application form for the position is available on [www.opw.ie](http://www.opw.ie). There is one application form for the positions, so candidates should ensure that they complete the sections of the form that are relevant to the particular post(s) for which they are applying.

Applicants **must include**, with their application form:

- (a) a copy of both sides of their Driving Licence and
- (b) a copy of their relevant certificates of training and qualification, and
- (c) a copy of their Employment Permit, if applicable.

If you are interested in being considered for the above position(s) and are satisfied that you meet the criteria as outlined above, please complete an Application Form (which must be signed) and return it (hard copy only) to:

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

**Please note that applications by email will not be accepted.**

The closing date for receipt of Application Forms is **5.30pm** on **Thursday, 25<sup>th</sup> April 2019**. Applications received after this time will not be considered for the competition.

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

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

**Please note that canvassing will disqualify**