



## **RAMSEY TOWN COMMISSIONERS**

Particulars relating to the post of

### **DEPUTY HEAD GARDENER**

**July, 2017.**

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*Further information can be obtained from the  
Ramsey Town Commissioners' Web Site at:  
[www.ramsey.org.im](http://www.ramsey.org.im)*

## **RAMSEY TOWN COMMISSIONERS**

### **DEPUTY HEAD GARDENER**

An opportunity exists for a suitably experienced and motivated individual to undertake duties associated with assisting the Head Gardener in the administration of the Parks Department of Ramsey Town Commissioners in the position of **Deputy Head Gardener**.

The successful candidate will assist the Head Gardener and carry out deputising duties in the management of the parks, gardens, open spaces and recreation areas throughout the Local Government District of Ramsey including management of specialist facilities at the Mooragh Park (such as bowling green, putting greens etc.).

Applications will close at 12 noon on Friday, 11<sup>th</sup> August 2017.

Further details and application forms can be obtained from the Commissioners' website [www.ramsey.gov.im](http://www.ramsey.gov.im) or from the undersigned.

T. P. Whiteway,  
Town Clerk & Chief Executive,  
Ramsey Town Commissioners,  
Town Hall,  
Ramsey. IM8 1RT

## **APPOINTMENT PROCEDURE**

### **1. Applications**

Candidates are asked to complete the attached application form in either type or black ink.

### **2. References**

The two referees quoted on your application will only be contacted in the event of you being shortlisted, unless you request that they be contacted earlier. They should be able to comment from recent first-hand experience regarding your suitability for the post.

### **3. Closing Date**

The closing date for receipt of applications is **12 noon on Friday 11<sup>th</sup>, August, 2017**. Application forms should be returned to:

T P Whiteway  
Town Clerk & Chief Executive  
Ramsey Town Commissioners  
Town Hall  
Ramsey IM8 1RT

All applications should be marked:

**Private and Confidential**  
**DEPUTY HEAD GARDENER**

### **4. Acknowledgement**

All applications will be acknowledged on receipt. Applicants will be notified of the outcome of their application following the short-listing process.

### **5. Interviews**

Short-listed applicants will be invited for interview in the week commencing, Monday, 21<sup>st</sup> August, 2017.

### **6. Canvassing**

Canvassing of members of the Authority directly or indirectly in connection with this appointment shall disqualify the candidate concerned.

## **7. Relation of Members or Officers**

Any applicant who knows they are related to any member or officer of the Authority shall, when making their application, disclose that relationship. An applicant who fails to disclose such a relationship shall be disqualified from appointment, or shall be liable to dismissal if already appointed.

## **8. Further Information**

If any further information is required regarding this post, please contact the Head Gardener at the above address

## RAMSEY TOWN COMMISSIONERS

### MANUAL & CRAFT WORKERS TERMS & CONDITIONS ANALOGOUS TO THE PUBLIC SERVICE COMMISSION MANUAL & CRAFT WORKER MEMORANDUM OF AGREEMENT 2015

#### **JOB OUTLINE**

<b>DEPARTMENT</b>	Parks
<b>DESIGNATION</b>	Deputy Head Gardener
<b>REPORTS TO</b>	Head Gardener
<b>DURATION OF POST</b>	Permanent Post
<b>HOURS OF DUTY</b>	Normal hours of work – 37 hours per week
	Monday – Thursday      8.00 am to 12:15pm      1:00pm to 4.15pm
	Friday                      8.00 am to 12:30pm      1:00pm to 3.30pm

No enhanced overtime payments paid until 47 hours have been worked.

#### **JOB PURPOSE**

To assisting the Head Gardener in the administration of the Parks Department of Ramsey Town Commissioners in the position of Deputy Head Gardener.

#### **SUMMARY OF MAIN DUTIES**

The Deputy Head Gardener will be required to provide assistance to the Head Gardener and carry out duties required as part of the administration of the Parks Department and to deputise for the Head Gardener when required.

- 1.The post holder will be expected to assist the Head Gardener and deputise as required in undertaking the following duties during his or her employment:-
2. To assist in the planning and management of gardens, open spaces, sports and other recreational facilities as directed by the Head Gardener. The post holder will be required to instruct staff in the use of and routine daily maintenance of various hand tools, power tools, and plant, including the operation of tractor-mounted equipment where the level of training allows.
- 3.To assist in managing the activities of the Parks direct labour workforce who are responsible for maintaining parks, flower beds, hedge cutting and general gardening within the Ramsey Town ensuring that a high standard of workmanship is maintained at all times.

4. To maintain discipline among the staff of the Parks Department in accordance with the codes laid down. To assist in establishing weekend and out of hours duty rotas.
5. To assist in the monitoring and development of Health and Safety and welfare of the Parks Department staff and safety of users of the facilities maintained by the Parks Department ensuring that all legislation and regulations are observed and that good Health and Safety practice is maintained.
6. To assist the Head Gardener in the preparation of Spring and Summer planting displays, with the ordering of seed, fertilisers and plants, and the planned maintenance programme within the Parks Department.
7. To assist in maintaining records, and to prepare reports where required.
8. Assist in the supervision of Health and Safety training of all staff as necessary on duties including refuse collection and general vehicle, machinery and plant operation. Such duties could include the carrying out of Risk Assessments and Method Statements and training to provide necessary Health and Safety briefings to other members of staff.

<b><u>SKILLS REQUIRED</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
A full clean valid driving licence (not HGV)		<b>X</b>
At least five years experience in horticulture and plant production.		<b>X</b>
Knowledge and experience in Health & Safety including knowledge of Risk Assessments and Method Statements	<b>x</b>	
Formal qualification in horticulture.		<b>X</b>
Knowledge of plant propagation, fertilisers, growing conditions, the selection of types and varieties suited to local conditions	<b>X</b>	
Experience in Public Sector Parks and Gardens and in the maintenance and upkeep of golf putting greens, bowling greens and general grassed areas and the design and production of floral displays		<b>X</b>
A willingness to carry out duties outside of normal working hours..	<b>x</b>	

**HOW MANY EMPLOYEES DOES THE JOB OCCUPANT SUPERVISE?**

The job occupant has responsibility for the supervision of 3 staff or contractors when deputising for the Head Gardener.

**WHAT RESOURCES IS THE JOB OCCUPANT RESPONSIBLE FOR (i.e., building plant, equipment, machinery, appliances, tools and materials)?**

1. All tools, equipment and materials (e.g. Hand tools, pedestrian mowers, strimmers, saws, hedge cutters, blowers, spraying equipment, ride on mowers, mini and compact tractors and attachments etc., required to be used by the post holder and belonging to or on hire to the Works/Parks/Maintenance Department. The use of the above is conditional on adequate training and up to date certificates of competence where applicable.
2. Light Vans, or Pick up vehicles, towed equipment e.g. Plant trailers, Water Bowsers etc., used by the post holder and belonging to or on hire to the Ramsey Town Commission. The towing of any equipment is restricted by licence categories.

**DOES THE JOB OCCUPANT HAVE CONTACT WITH MEMBERS OF THE PUBLIC, AND IF SO, FOR WHAT PURPOSE?**

On a daily basis as part of the role as Deputy Head Gardener.

**DOES THE OCCUPANT WORK ALONGSIDE THE PERSON HE/SHE REPORTS TO?**

Yes.

<b>SIGNED – POST HOLDER</b>	_____
<b>SIGNED – LINE MANAGER</b>	_____
<b>SIGNED – TOWN CLERK</b>	_____
<b>DATE</b>	_____



## RAMSEY TOWN COMMISSIONERS

### DEPUTY WORKS SUPERVISOR

#### PERSON SPECIFICATION

Personal Qualities and Attributes ( Essential – E; Desired – D; Interview – I )

<b>REQUIREMENT</b>		<b>ESSENTIAL / DESIRABLE</b>	<b>TEST</b>
<b>EDUCATION - to include but not be limited to</b>			
1.	Good level of general education	Desirable	Production of Certificates
<b>EXPERIENCE - to include but not be limited to</b>			
3.	Experience in a similar role	Desirable	Application Form and Interview
4.	To hold a current clean full driving licence.	Essential	Production of Driving Licence
6.	To work to a high standard.	Essential	Application Form and Interview
13.	Familiarity with all procedures relating to safe working practices	Essential	Application Form and Interview
14.	Appropriate communication skills given that the post-holder will be in regular contact with the public; working in public open spaces	Essential	Application Form and Interview
15.	Be capable of receiving and acting upon clear instructions	Essential	Application Form and Interview
16.	Have a clear understanding of confidentiality and discretion required as a member of the staff of this Public Sector Authority	Essential	Application Form and Interview

## RAMSEY TOWN COMMISSIONERS

### DEPUTY WORKS SUPERVISOR

#### CONDITIONS OF SERVICE

#### 1. **APPOINTMENT**

The appointment is subject to a six month probationary period.

The terms of the appointment are those set out primarily in the attached Job Description and particulars herein. A more formal contract will be completed by the parties after the appointment, reflecting any further agreement reached with the Authority.

#### 2. **PERIOD OF NOTICE**

The length of notice required to be given to terminate employment is as follows:-

##### **By the Employing Authority**

<b>Period of Continuous Employment</b>	<b>Minimum Notice</b>
Two weeks or more but less than two years	Two weeks
Two years or more but less than twelve years	One week for each year of continuous employment
Twelve years or more	Not less than twelve weeks

##### **By the Employee**

<b>Period of Continuous Employment</b>	<b>Minimum Notice</b>
One month or more but less than two years	One Week
Two years but less than four years	One week for each year of continuous employment
Four years or more	Four weeks

#### 3. **SALARY AND CONDITIONS OF SERVICE**

The Commission has by analogy adopted the Terms and Conditions of Service as laid down in the Public Services Commission New Starters and Promotions Agreement ("the Agreement") a copy of which is held in the office for perusal by staff members at any time or may be viewed on line at <https://www.gov.im/media/1351036/nsp-agreement-signed-31316.pdf>.

The Agreement provides protection for existing employees and introduces new terms and conditions for new appointees and current employees being promoted.

The pay band for the post is Pay Band 2, salary scale points 9, 11 and 13 (currently £15,741, £17,421 and £19,258). If applicable the incremental date will be the first day of the month in which the anniversary of the appointment occurs. Annual increases will be payable in accordance with the Agreement. Salaries are paid weekly directly into the employee's bank account.

#### **4. NORMAL WORKING HOURS**

Monday to Thursday	8:00 a.m. to 12:15 p.m. and 1:00 p.m. to 4:15 p.m.
Friday	8:00 a.m. to 12:30 p.m. and 1:00 p.m. to 3:30 p.m.

- a 5 day, 37 hour week.

#### **5. ANNUAL AND PUBLIC HOLIDAYS**

Minimum annual leave entitlement under the provisions of the Agreement is 21 working days, increasing to 26 days after 10 years' service.

##### **Length of Service Annual Leave (Days)**

On appointment	21
After 3 years	22
After 5 years	23
7 years	24
9 years	25
10 years	26

In addition the appointee will be entitled to public holidays as laid down by the Treasury. Where the workplace is closed on non-Bank Holidays the appointee will be required to utilise annual leave or time in lieu as applicable.

#### **6. PENSION**

The successful applicant will join the Isle of Man Local Government Superannuation Scheme which is administered by Douglas Corporation unless they elect to opt out of the Scheme. The employee's contribution is between 5.5% and 7.5% of gross salary deducted from the salary payments. Further details of the scheme are available on request from the Town Clerk & Chief Executive.

#### **7. DUTIES OF THE POST**

See Job Description

## Ramsey Town Commissioners

### **FUNCTIONS AND DUTIES**

Abandoned Vehicles	Pedlars and Street Traders
Beaches	Play Areas
Building Control	Public Clocks and Seating
Car Parking	Public Information/Advice
Civic Amenity Site	Public Pleasure/Recreation Grounds
Community Halls	Public Seats and Shelters
Consumer Advice	Public Toilets
Control of Dogs	Rate Setting
Environmental Health Enforcement	Refuse Collection
Events and Attractions	Registration of Births, Deaths, Marriages and Civil Partnerships
Facility for the Public to view Planning	Sanitation
Houses in Multiple Occupation	Sheltered Housing Authority
Regulations/Enforcement	Administration
Food Hygiene Enforcement	Street Cleaning
Highway Hedgerows, Gulleys & Verges	Street Lighting
Housing	Street Nameplates
Library	Tourist Information
Litter Act/Designated Litter Officer	Unsightly/Derelict Buildings
Local Byelaws/Enforcement	War Memorial
Maintenance of Open Spaces	Sports Facilities
Nuisance Abatement	