



OPPORTUNITY

Craftsman Gardener

Reference: 0005-23

Grade: 5

Salary: £21,630 to £23,715, per annum, depending on experience

Contract Type: Permanent

Basis: Full Time (36.5 hours per week)

Job description

Job Purpose:

To carry out a range of horticultural duties within the University Campus, grounds and gardens.

Main duties and responsibilities

- The planting of trees and shrubs.
- To assist with landscaping of garden areas working to specific plans and drawings.
- To assist with setting out and planting detailed bedding schemes as per specific plans.
- To assist in working to detailed specifications within the Grounds and Gardens Section.
- The use of specialised machinery and the use and general maintenance of tools and equipment. To report to the Head Gardener any tools or equipment that become unsafe for use and requires repair or replacement.
- To wear protective clothing and equipment in accordance with Health and Safety requirements whilst carrying out specific works.
- To grit roads/pavements and clear snow and ice during inclement weather.
- Assist in routine litter picking duties and cleaning up after corporate events.
- To assist in minor gardening projects.
- To understand and implement Health and Safety policies and requirements for you and others, (commensurate with your level of responsibility within the Department) to enable you to discharge your duties and responsibilities safely.
- General maintenance of grounds and gardens as determined by the Head Gardener.
- Minor hard landscaping repairs i.e. resetting slabs/ pavers and fence repairs etc.
- Supervision of lesser qualified/ experienced staff.
- To undertake any future/ ongoing training as required to fulfil the role.
- To maintain internal planting schemes.

Additional responsibilities

- Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- Ensure and promote the personal health, safety and wellbeing of staff and students.
- Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> • C&G Level 2 Diploma in Horticulture or equivalent (or working towards this award) • PA1/PA6A Pesticide Application qualification or equivalent. • NPTC Level 2 Award in safe use of chainsaws including cross cut and pole saw. 	Application form
Experience	<ul style="list-style-type: none"> • Experience of carrying out grounds maintenance of a busy campus. • The ability to complete necessary paperwork, i.e. time sheets and Work Orders, etc. • Knowledge of common plants. • Experience and ability in commercial grounds keeping, i.e. use of lawn mowers, strimmers, hedge cutters and hand gardening tools etc • Experience in aspects of hard landscaping repairs, fencing and hedging works. 	Application form and interview
Aptitude and skills	<ul style="list-style-type: none"> • Aptitude for outside manual work • Ability to undertake physical work including the use of heavy machinery and digging • Ability to understand bedding schemes and landscape design working drawings • Ability to take instruction and direction • To possess horticultural skills and knowledge gained at a craft level • Basic mechanical skills i.e. machinery repairs and servicing. 	Application form and interview
Other	<ul style="list-style-type: none"> • To take responsibility for tasks • Good timekeeper 	

	Essential	Method of assessment
	<ul style="list-style-type: none"> • Observe the Universities equal opportunities policy at all times • Evidence of interest in furthering training 	

	Desirable	Method of assessment
Experience	<ul style="list-style-type: none"> • C&G Level 3 Diploma in Horticulture or equivalent 	Application form
Other	<ul style="list-style-type: none"> • Full clean driving licence. 	Application form

Contact information

Enquiries about the vacancy:

Name: Stephen Horton

Job Title: Maintenance Officer

Email: S.Horton@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>
Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

Aston University

Birmingham

B4 7ET, UK.

+44 (0)121 204 3000

aston.ac.uk



**Where change
gets real.**