

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation: **Gardener**

Grade: **Scale 3**

Reports to: **Gardening Team Manager**

Grade: **SO2 – PO1**

Directorate: **Housing**

Section: **Environment**

Main Purpose of the job:

To provide a high-quality Grounds Maintenance service ensuring high level of customer satisfaction.

Summary of Responsibilities and Personal Duties:

- To maintain all communal garden areas by carrying out scheduled and seasonal work as directed by the senior gardener or manager
- To ensure the safe use of appropriate chemicals, other materials, and equipment
- Identify and report any welfare/safeguarding concerns about vulnerable residents
- Identify and report nuisance, anti-social behavior or criminal behavior and provide evidence to support enforcement action – including the provision of information on individuals, actively looking for evidence as required, and providing witness statements
- Look after and use appropriate uniform and personal protective equipment, including mobile phones, lone working devices and vehicles when appropriate

Generic responsibilities:

- Maintain excellent customer service in all areas of work and ensure continued personal development
- Comply with all Lewisham Council policies, including contractual standing orders, financial regulations and all HR policies and procedures including Health & Safety and Equality & Diversity

Internal Contacts: Various departments within the Council.

To carry out the duties of the post with due regard to the Council's relevant codes and procedures.

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

**THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET
THE CHANGING NEEDS OF THE SERVICE.**

Number of fully managed staff: None

Number of partially managed staff: None

PERSON SPECIFICATION

JOB TITLE: Gardener

POST NO:

DEPARTMENT: Environment

GRADE: Scale 3

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting. Categories marked as 'D' are desirable.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equality & Diversity

- Awareness of and a commitment to Equality of Access and Opportunity in a diverse community.....**S**
- Understanding of how equality and diversity relates to this post.....**S**

Skill

- A clean, full manual UK/EU driver's licence.....**D**

Experience

- Experience with the safe use of petrol driven gardening equipment....**D**
- Awareness of health and safety at work and of risks involved when working in a public setting....**S**
- Previous experience of following and understanding programmed and routine works....**S**

General Education

- Competent in reading and writing in English with basic numeracy skills**S**
- Relevant horticultural qualification (NVQ).....**D**
- PA1 and PA6 certificate.....**D**

Personal Qualities

- Ability and enthusiasm to create great green spaces on Lewisham Council estates.....**S**
- Doesn't walk by a potential safety hazard – reports it or takes action appropriately.....**S**
- Takes responsibility for own safety and creating a safe working environment.....**S**
- Consults, listens and shows empathy to others.....**S**
- Proactive in solving problems and involving others where necessary.....**S**

- Aptitude and willingness to learn new skills.....**S**

Physical

- Must be fit to carry out physical work including some heavy lifting on a daily basis.....**S**

DBS Disclosure Required?

No

☐

Basic

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Enhanced

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