

## JOB DESCRIPTION

<b>JOB TITLE</b>	Advanced Horticultural Apprentice
<b>GRADE</b>	Apprentice Graded
<b>REPORTING TO</b>	Compliance and Development Officer
<b>JD REF</b>	OPS0003G (B)

### PURPOSE

Take a proactive and mature approach to undertaking a range of duties with a view to developing a portfolio of work-based evidence to support your apprenticeship qualification.

Complete all theoretical and practical elements of the advanced apprenticeship framework to a satisfactory and passable standard essential in securing permanent employment with the authority.

Always represent wirral council in a positive light and be an ambassador for apprenticeships across the council.

### MAIN DUTIES AND RESPONSIBILITIES

Perform a range of ground's maintenance tasks within the Parks and Countryside service using associated tools, machinery, and equipment where qualified. This will include specialist areas such as cemeteries and playgrounds and will typically involve but is not limited to mowing, hedge trimming and litter collection.

Gain experience and a working knowledge of the various specialist duties we perform to meet the requirements of the Parks and Countryside Service as agreed with the line manager.

Undertake regular rotations through various sectors of the Parks and Countryside service.

Learn, assist, and comply with the councils Health and Safety Policy in order to promote, monitor and maintain the required health and safety environment.

Take responsibility for personal development and training appropriate to the post and qualification.

Maintain and promote a customer-orientated service in accordance with the Council's values.

Work alongside 'friends of parks and community groups on joint projects and assist and support other key partners to deliver a range of public and community-based initiatives.

Develop skills by assisting with skilled craft operations including the use of pesticides, interpretation of plans, site preparation and construction, soft and hard landscaping, setting out pitches and tree care and propagation.

Assist in the maintenance of all records, ensuring that they are complete and accurate i.e., worksheets and other records including personal development journals and relevant portfolios.

Adhere to current procedures for inspecting, servicing and repairs to machinery and vehicles.

Work as part of a team and under own initiative (where appropriately trained, qualified and competent) More complex issues may be escalated to line manager.

Manage personal workload, changing priorities and personal objectives.

## ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

You must be eligible to undertake an Apprenticeship (i.e., 16 years or over and have the right to live and work in the UK)

### Qualifications:

- A commitment to achieve an NVQ Level 2 Apprenticeship in Horticulture.
- Commitment to continuous professional development.
- Commitment to study part time on day release/evenings.
- Strong Interest in horticultural practices working within public parks or another relevant specialism area (e.g., cemeteries, fine turf etc.). Provisional or full, UK driving license. (For operation of grounds maintenance machinery).

### Knowledge & Skills:

- Basic numeracy and literacy skills.
- An understanding of and an ability to deliver excellent customer service to internal and external customers.
- Communication skills.
- Knowledge and awareness of Health, Safety and Security issues.
- Computer literate and familiar with basic IT usage.



## DESIRABLE KNOWLEDGE, EXPERIENCE AND SKILLS

Qualification:

Knowledge & skills:

- knowledge and understanding of equality and diversity and its application.
- knowledge of the safe use and operation of mechanical equipment.
- An understanding of Wirral Council and its services.
- Knowledge of Green Flag Awards.

Experience:

- Experience of working with volunteers or community groups.
- Experience of working or volunteering in your chosen apprenticeship area.
- Experience of overcoming barriers to achieve a goal.

## ADDITIONAL INFORMATION

Ability to work flexible hours, with occasional evening, weekend, and bank holiday work.

Ability to travel throughout the Borough using private or public transport.

### **NOTE:**

**The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.**

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirement.



DATE OF APPROVAL: 23/05/2023

APPROVED BY: MATTHEW HUMBLE



CUSTOMER  
FOCUSED



ACCOUNTABLE



PROFESSIONAL



AMBITIOUS