



Job Description

Job Title Gardener	Job Family
Reporting to	Job Code
Location	Evaluation Date 12/01/06
Roles within the Facilities & Estates job family are dedicated to ensuring the Company's buildings; facilities, transport services and grounds are developed and maintained to meet the needs of patients, children and young people/adults.	

Main Purpose

Ensures that the grounds and garden are maintained to high standards within a Priory unit to assist the well-being, safety and comfort of patients, students and pupils.

Key Accountabilities

1. Maintains a safe and habitable environment throughout the unit's gardens and grounds, in line with quality standards and ensures that work processes comply with statutory regulations.
2. Undertakes a variety of general maintenance jobs as required, with particular focus on the exterior of the building and the gardens/grounds.
3. Identifies and suggests improvements to the gardens and grounds – thereafter, actions as agreed.
4. Liaises with local contractors on site, as required, providing local knowledge and guidance, in order that planned and preventative maintenance schedules can be completed in a timely fashion.

Knowledge & Skills

Basic numeracy and literacy are minimum requirements for this role.

Experience

At least 1 year's gardening experience.

Autonomy & Impact

The role holder undertakes routine and regular tasks, but can alter the sequence of tasks on a daily basis. Work is regularly monitored.

Intelligent Problem Solving

Usually works within existing processes and procedures, however, some creative thinking will occasionally be required, in order to ensure that the gardens and grounds are maintained in an sympathetic manner.

Responsibility

Staff

Occasionally required to assist less experienced colleagues.

Budgets & equipment

No budgetary or financial responsibility. Responsible for the proper use of various pieces of gardening and/or maintenance equipment.

Informatics

Responsible for ensuring the confidentiality and identity of patients, students and pupils residing at or attending Priory units.

Communication & Interaction

Role holder may respond to routine enquiries providing some basic information. More complex issues will be referred to the line manager.

Working environment

The role holder will be required to have physical stamina, but will generally work in a pleasant and stable working environment.

Special Features

The role holder will be expected to undergo Manual Handling & COSHH Training, as well as partake in Priory's mandatory training.

Competency Profile

Ways we Work

Job type : Gardener

Job Code: FCE/003

Job family : Facilities & Estates

Upholding Company Values

Competency	Req'd Level	Descriptors
Collaboration & Teamwork	1	<ul style="list-style-type: none"> ✓ Responds positively to requests from others ✓ Is always prepared to help others ✓ Participates in team discussions and activities ✓ Shares information with team members and colleagues ✓ Understands how own role contributes to the success of the team
Personal integrity	1	<ul style="list-style-type: none"> ✓ Provides honest and direct answers to questions ✓ Recognizes and acknowledges own strengths and weaknesses ✓ Respects the views, customs and values of others
Improving quality standards	1	<ul style="list-style-type: none"> ✓ Checks quality of own work ✓ Follows procedures ✓ Corrects errors and mistakes ✓ Keeps own workspace tidy and organized ✓ Complies with relevant regulatory and statutory requirements

Responsiveness

Competency	Req'd Level	Descriptors
Initiative & Pro-activity	1	<ul style="list-style-type: none"> ✓ Acts quickly and decisively to seize the moment ✓ Prepares for the predictable ✓ Is a 'self starter'
Customer Focus	1	<ul style="list-style-type: none"> ✓ Responds to immediate needs of customers/clients ✓ Is polite and helpful to customers ✓ Follows through on customer enquiries, requests and problems

Information management

Competency	Req'd Level	Descriptors
Planning & Organizing	1	<ul style="list-style-type: none"> ✓ Uses simple planning tools appropriately (e.g. 'to do' lists and diaries) ✓ Recognizes the importance of a planned approach to work ✓ Develops clear plans to tackle a specific, well-defined task

Service delivery

Competency	Req'd Level	Descriptors
Adaptability	1	<ul style="list-style-type: none"> ✓ Understands and accepts the need to change the way things are done ✓ Maintains effectiveness in a variety of work situations working with different colleagues, customers and contacts
Results orientation	1	<ul style="list-style-type: none"> ✓ Does what is needed to deliver the required results ✓ Gets things done on time and to the required standard ✓ Stays focused on the task in hand