



Role Profile

Job Title	Head of Plant Collections
Position	Permanent
Hours	Full-time 35 hours per week (including some evenings and weekends)
Holidays	33 days including 8 public holidays
Manager	The Director
Location	Chelsea Physic Garden, 66 Royal Hospital Road, London SW3 4HS

1. Equal Opportunities

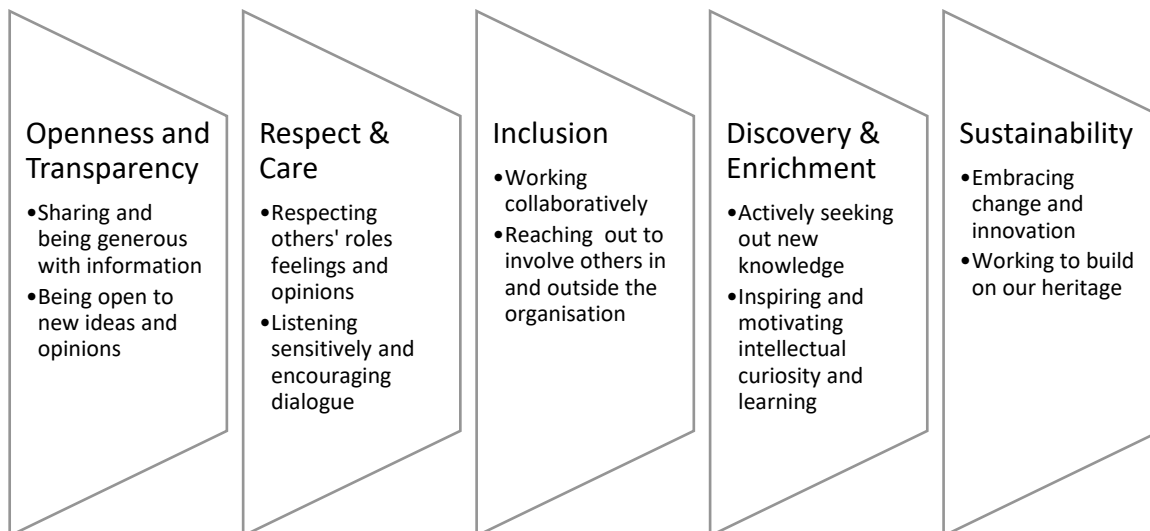
Chelsea Physic Garden is a place for everyone. As an equal opportunities' employer, Chelsea Physic Garden is committed to championing equality, diversity, and inclusion in our workplace. If you are a suitably qualified applicant, we encourage your application whatever your age, disability, gender, gender identity, race, religion or belief, sexual orientation or socio-economic background.

2. About Chelsea Physic Garden

Chelsea Physic Garden (CPG) is an independent charity set up in 1983 to promote and preserve the four-acre garden of the same name. The charity's mission is to demonstrate the medicinal, economic, cultural and environmental importance of plants to the survival and wellbeing of humankind. We are open to visitors six-days a week, eleven months of the year. There has been a teaching Garden on our site since 1673, and today we hope that all our visitors leave inspired, having learnt something new.

3. Our Values

We have a set of five inter linked reinforcing values that support each other



4. About the Role

The Head of Plant Collections is responsible for the agreed standards of presentation and the ongoing curatorial development of the plant collections and all horticultural aspects of the Garden. Under the guidance of the Advisory Committee they will establish plans and policies for each plant collection and guide development and maintenance of the collections in keeping with those plans and policies.

They will lead on ensuring that the annual work programmes identified in the Living Collections Conservation Plan are agreed by the Advisory Committee as being required to direct the future management of the collections. They will work with key members of the Committee to implement the plan's recommendations to better improve the care of the collections.

They will contribute to overall visitor satisfaction working closely with colleagues. They will be part of the development of the Garden's masterplan and the detailed phased plans associated with it. They will ensure that horticultural activities support income generation including venue hire and events.

4.1 Head of Plant Collections line manages:

Six full time Gardeners and a part-time 0.5FTE administrator. There are also trainees, interns and volunteers who work within and support the work of the horticultural team.

5. Key areas of responsibility

5.1 Collections Management:

Under the guidance of the Advisory Committee and key members of the Committee the Head of Plant Collections will implement the recommendations of the Living Collections Conservation Plan (LCCP). They will put in place plans and policies for each plant collection.

They will ensure that the Garden's herbarium and its objective to secure key plants into the collection continues. They will ensure that the volunteer is adequately

supported and key personnel and freelance support work to meet the common objectives of the Herbarium. They will, when appropriate, seek advice from specialist sources to ensure that management of the physical resource, its care and environmental protection is maximised.

They will ensure that the plant database is maintained and collaborate with specialists including a taxonomist (freelance), together with other botanical organisations. They will ensure that the profile of the collection and the Garden is maintained and enhanced in accordance with relevant protocols including but not limited to CITES; NAGOYA and CBD.

They will ensure that information resources on the living collections are in accessible formats. They will ensure that plants are correctly identified and accessions are appropriately documented in an effective database, with content, accessibility and functionality for relevant staff and their audiences. They are responsible for ensuring that developments of the collections management system broadens its accessibility and widen its use.

5.2 Horticulture

Leading by example, promote, demonstrate and instruct so as to maintain the highest standards of horticultural excellence ensuring that the Garden and the collection are presented to an appropriate standard.

5.3 Visitors

Ensure that all activity undertaken by you, the horticultural team, any trainees, interns and volunteers are carried out in a way that promotes enjoyment for visitors. Ensure that any interpretation proposed, any articles written and any tours or talks undertaken are prepared and executed in a style and language that, whilst promoting the Garden's history and botanical status is accessible, inclusive and appropriate to the audience including non-specialists.

5.4 Projects and Developments

Lead on advising the Director and senior management team colleagues on the horticultural aspects of the plant collections during renovation and refurbishment projects. Actively support the development and detailed Masterplan and contribute to proposals associated with any phasing where these intersect with horticultural facilities and the Garden. As a key member of the leadership team contribute positively in whatever way is required throughout the development and execution of projects.

With reference to the LCCP prepare proposals for and seek approval from the Garden's Advisory Committee, collaborate with colleagues to secure funding for any restorations and reinterpretations of areas of the Garden. Utilise appropriate resources including Garden staff, trainees and volunteers together with specialist contractors where appropriate.

5.5 Health and Safety, Welfare, Fire, Security and Sustainability

Contribute to the development, management and maintenance of systems and procedures to ensure that the health and safety of visitors, staff, volunteers and contractors are in place at all times and that these are recorded and kept up to date. Prepare and ensure the preparation of all relevant risk and COSHH assessments, method statements and other relevant assessments for work activities associated with horticultural activities. Contribute to those relating to visitor aspects of the Garden.

Ensure that there is sufficient and adequate personal protective equipment available for everyone working, including volunteers, and that this is appropriate for the task and maintained in good condition being replaced as necessary.

Ensure that any dangerous or urgent matters are escalated immediately to the Deputy Director(Visitor Experience) or in their absence the Director and if appropriate take responsibility for or empower others to take such action to stop dangerous or potentially dangerous actions for the wellbeing of all.

Prepare and keep under constant and regular review risk assessment, workplace assessment and COSHH assessments pertinent to activities undertaken within the department. Contribute to other assessments that may be necessary relating to visitor or contractor activity within the Garden. Maintain up to date systems and produce and keep such records relating to fire and security regimes as are required or appropriate. Ensure that insurance conditions relating to horticultural matters are met and that the assets of the Garden are kept safe at all times. Be responsible for ensuring that staff trainees and volunteers within the department receive training and refresher(s) relevant to their role and responsibilities.

5.6 Staff Trainees and Volunteers

Recruit, train and manage the staff, trainees and volunteers within the department. Delegate and support with training and mentoring the management of the horticultural trainees and volunteers within the horticultural department. Provide opportunities for personal development for individual members of the team. Undertake appraisals and objective setting for your team.

5.7 Budget and Finance

Be responsible for and manage delegated annual operating expenditure budgets in line with annual budget allocation. Place orders, authorise invoices and notify the Head of Finance of any inaccuracies or issues. Manage any project or restricted funds delegated ensuring that an accurate record of all expenditure is kept and the project managed within budget.

Be personally accountable for any expenditure on Company Credit Cards issued to you ensuring that full accounts of expenditure together with VAT receipts are passed to the Finance Director and that no misuse of the credit card occurs.

6. Person Specification

Knowledge Skills and Experience	Essential/ Desirable
HND/Foundation Degree in Horticulture/ Kew/Edinburgh Diploma with substantial practical working experience	E
Demonstrable practical horticultural experience at a senior level which includes direct staff and budget management responsibilities	E
Demonstrable understanding of botanical classification and basic taxonomy	E
High level management skills and competency to develop and motivate teams of staff.	E
Accomplished administrative skills, including professional correspondence and writing skills.	E
Strong background of involvement in and understanding of the training and ^[SEP] development of future horticulturists.	E
PA1 and PA6a Use and Application of Pesticides qualification	E
Working knowledge of Plant Database system	D
First Aid at Work Qualification	D
Motivated by a desire to promote, improve and maintain a large and diverse interpreted collection of plants both within the Garden and Glasshouses	D
A collaborative and team orientated individual whose focus is the success of the Gaden and achievement of its vision and objectives for the benefit of all	D

7. Competency Framework

We have a set of eight competencies that are common to all employees and within the framework each competency has four levels which relate to the level at which individual roles need to operate. The competency assessment for this role is set out below and more information will be provided to support this assessment.

	Competency	Descriptor	Level for this role
1	Leadership	Setting the pace and behaving with integrity	3
2	People Management	Making clear what you expect and what is to be achieved; enabling and supporting your staff to deliver	4
3	Analysis and use of Evidence	Collecting, analysing and using information and evidence, assessing risk and taking decisions	3
4	Communication	Communicating with colleagues, visitors and stakeholders	3
5	Collaborative Working	Working together with people within and outside of CPG to help us achieve our goals	3

6	Delivering Results	Organising and managing the work to deliver results	4
7	Using and Managing Resources	Using resources cost effectively	3
8	Know How	The knowledge, skills and expertise you need to do your job and help others to do theirs	4

8. Terms and Conditions

The post holder will work an average 35 hours per week over five days. The horticultural team's working hours traditionally differ during the summer season (March-August) at 39 hours per week and the winter season (September-February) at 31 hours per week. The post holder will take part in the roster of weekend working for which time off in lieu is given.

The Garden operates a salary exchange pension scheme currently with Royal London which means that your gross salary is reduced by the amount of pension contribution made by the employer and employee which is then paid directly into your pension. The equivalent contribution rates are 5% employer and 3% employee at the end of the probationary period.