



## ADUR & WORTHING COUNCILS

### Job Description & Person Specification

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| <b>Authority</b>                    | Adur District Council   |
| <b>Directorate</b>                  | Place   |
| <b>Post Title</b>                   | Horticulturist  |
| <b>Post Number</b>                  | TBC   |
| <b>Accountable to</b>               | Highdown Gardens Head Gardener  |
| <b>Key leadership relationships</b> | <p><b>Internal:</b> Members of the Council, Chief Officers and all other appropriate Council officers and managers</p> <p><b>External:</b> Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors. General public, Contractors and Clients, Volunteer and community groups.</p> |
| <b>Work style</b>                   | This role does not fall within the Blended Working Policy   |
| <b>Last updated</b>                 | December 2025   |

## Job Description - Principal purpose of job (role summary)

As Horticulturalist you will support the Highdown Gardens Head Gardener to provide high quality horticultural grounds maintenance and expertise at the estate of Highdown Tower Garden and Pleasure Ground Charitable Trust, in addition to other sites across the borough as is deemed necessary as part of a mobile team.

You will provide support and guidance to team members in the delivery of all aspects of horticulture.

Your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

## Expectations of post holder

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| Willingness to embrace change and ability to adapt to new ways of working  |
| Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan   |
| Act with honesty and openness, and be brave enough to contribute your ideas and get involved   |
| Bring your passion for delivering a high quality service for our residents to your role  |
| Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow  |
| <p>Live how we work with each other and our customers:</p> <ul style="list-style-type: none"> <li>• We listen</li> <li>• We say what we think &amp; do what we say</li> <li>• We are inclusive &amp; kind</li> <li>• We are ambitious</li> <li>• We think &amp; act beyond ourselves and our service</li> <li>• We are a team</li> </ul> |
| Promote the service and Councils positively at all times   |

| Role specific Duties and responsibilities   |
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| Maintenance of lawns and grassed areas to a variety of finishes (fine to rough meadow type) using a variety of machines, including pedestrian operated, tractors & ride-on mowers, strimmers and brushcutters including fertiliser and pesticide application. |
| Maintenance of woody shrubs and climbing plants including planting, appropriate pruning regimes, health monitoring, and pest and disease control.   |
| Maintenance of herbaceous borders including division, dead heading, weeding, staking, planting as required and mulching.  |
| Carry out basic arboricultural activities (ground- based activities) including planting and   |

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| subsequent maintenance (mulching, weeding, staking, watering), formative pruning, health monitoring and pest and disease control.  |
| Contribute to the development of the standard of the garden by suggesting appropriate improvements in planting schemes and taking the lead on the interpretation and delivery of associated plans and designs.   |
| General horticultural maintenance in public spaces including leaf clearing, litter-picking and composting.   |
| Assist with plant propagation activities in line with the preservation, protection and reestablishment of the national collection in addition to the garden's wider plant collection.  |
| Assist with education/interpretation activities such as introductory talks, guided walks and open day events.  |
| Lead small working groups and pass on skills in horticulture to work colleagues, volunteers and community groups.  |
| Foster positive relationships with local community groups, promote the work of the garden and actively seek opportunities to increase volunteer membership.  |
| For all activities, operate in a manner which ensures the safety of the operator, other colleagues working nearby and, garden visitors.  |
| Operate mowing and other equipment associated with Grounds Maintenance (including hired plant) in a manner which ensures the safety of the operator, other colleagues working close by and garden visitors.  |
| Observe all relevant risk assessments and safe systems of work associated with the job and be vigilant at all times. Inform Team Leader of any problems as soon as they become apparent.   |
| Carry out all daily and periodic machine checks prior to first use ensuring equipment is safe to operate and fit for use as required and recorded accordingly.   |
| Wear, regularly inspect and maintain all personal protective equipment issued by the Council to ensure that it is always fit for purpose.  |
| Operate all road going vehicles in a manner which ensures the safety of the operator, other colleagues and members of the public, by observing all relevant risk assessments, drivers handbook and being vigilant at all times.  |
| Ensure all vehicles and equipment are maintained in a clean and tidy state at all times.   |
| Observe manufacturer's instructions, risk and COSHH assessments and exclusion information including signage when using chemicals. Complete relevant usage sheets after such materials are used.  |
| Report incidences of building defects, safety hazards, site security risks, antisocial behaviour, criminal activity byelaw infringement, illegal camping, traveller activities and anything else which might affect site user enjoyment of the site or the Council's reputation or financial position to the Team Leader or Manager. |
| Ensure that any site being worked upon is secure during work and also when the site is vacated.  |

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| Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies relating to Customer Care and Equal Opportunities |
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| Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies |
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As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#).

## Person Specification:

The core skills and competencies below are taken from our organisational [Skills and Competencies Framework v1.0](#) and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.

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| <b>Participative</b> | <p>Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area</p> <p>Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help</p> <p>Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity</p> <p>More detail can be found in the <a href="#">Participation Skills &amp; Competencies</a>.</p> |
| <b>Adaptive</b>      | <p>Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills</p> <p>Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms)</p> <p>Anticipate new challenges &amp; opportunities to be able to adapt to change around you</p>   |
| <b>Resilient</b>     | <p>Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing</p> <p>Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other</p> <p>Prioritise the use of resources that helps us be financially and environmentally sustainable</p>   |
| <b>Leadership</b>    | <p>Be open to coaching approaches to support others in finding solutions to problems</p> <p>Role model the principles above to inspire others to demonstrate positive behaviours</p> <p>Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others</p>   |

|                       | <b>Essential</b>  | <b>Desirable</b>   |
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| <b>Qualifications</b> | <p>GCSE Maths and English grade C or above (or equivalent qualification).</p> <p>A college Diploma in Horticulture or demonstrable equivalent knowledge.</p> <p>Full current driving licence with B entitlement</p> | <p>Full current driving licence with B+E entitlement</p> |

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|                              | <p>First Aider at Work Qualified</p> <p>PA1/PA6 chemical spraying certification.</p>  |  |
| <b>Knowledge</b>             | <p>Demonstrable practical skills in horticulture with the ability to competently maintain flower beds and wildflower plantings. Skills in arboricultural techniques, pruning of woody shrubs and climbers, plant and weed identification, pest and disease identification and control, soil management and turf culture.</p> <p>Sound knowledge of basic tool and machinery use and maintenance</p> <p>Practical knowledge of Health and Safety processes and procedures and the ability to work effectively within these</p> <p>Experience in general amenity gardening.</p> <p>Health and Safety COSHH training and understanding of current Health &amp; Safety legislation.</p> |  |
| <b>Experience</b>            | <p>Knowledge and experience of alpines and rock plants.</p> <p>Knowledge and experience of propagation processes.</p>   |  |
| <b>Communication</b>         | <p>Ability to communicate with the public at all levels and interact positively regarding enquiries relating to horticultural matters.</p> <p>Ability to positively represent the Parks department.</p> <p>Able to lead small working groups and pass on skills in horticulture to work colleagues, volunteers and community groups.</p>  |  |
| <b>Relationship Building</b> | <p>Ability to work with colleagues and volunteers within the Highdown team and the wider organisation.</p>  |  |
| <b>Analytical</b>            | <p>Ability to understand and analyse the requirements for Highdown Gardens in</p>   |  |

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|                                 | considerations of set parameters.   |  |
| <b>Planning/<br/>Organising</b> | Ability to identify and plan work as appropriate to the needs of Highdown Gardens.  |  |
| <b>Other requirements</b>       | Valuing kindness and compassion in the workplace.<br><br>Acceptance of political restriction.<br><br>Able to travel within the Adur and Worthing Districts. |  |

**Job description & Person Specification agreed by:**

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| <b>Post holder (Print name):</b> |  |
| <b>Signature:</b>                |  |
| <b>Date:</b>                     |  |