



## Gardener – Aberdour Castle

**Closing Date:** Wednesday 13 November 2024, midday

**Expected interview date:** w/c 25 November 2024

### Recruitment Reference:

HES/24/217

### Starting Salary:

£27,149 pro rata per annum

### Salary Range:

£27,149 - £30,221 pro rata per annum

### Pay Band:

B

### Directorate:

Operations

### Location:

Aberdour Castle

### Line Manager:

Mo Russell, Works Manager

### Contract Type:

Permanent

### Working Hours:

Full Time – Annualised split between Summer and Winter weeks.

Thank you for your interest in our vacancy of the Gardener post with Historic Environment Scotland based at Aberdour Castle, Aberdour, Fife, KY3 0SL. This is a permanent and pensionable appointment.

You will be joining a dedicated team where they will contribute to the conservation of the monument along with the development and maintenance of the formal gardens at Aberdour Castle.

### About us

We are the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. We're at the forefront of researching and understanding the historic environment and addressing the impact of climate change on its future. We investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance. We have a People Strategy which will be overarching strategy to which ensures we support and develop staff within the organisation.

### Our Vision

Our vision is that Scotland's historic environment is cherished, understood, shared and enjoyed with pride by everyone.

### Our Priorities

- The historic environment makes a real difference to people's lives
- The historic environment is looked after, protected and managed for the generations to come.
- The historic environment makes a broader contribution to the



economy of Scotland and its people

- The historic environment inspires a creative and vibrant Scotland
- The historic environment is cared for and championed by a high performing organisation

## Overview of the post and information about the team

The Burntisland Monument Conservation Unit (MCU) currently consists of a Works Manager, 3 Stonemasons and a Labourer - who carry out conservation and maintenance work on a variety of locations. There are currently 2 qualified gardeners based at Aberdour Castle who also support work at other sites across the Region. The Works Manager has direct line management responsibilities for the whole unit including the gardening team. The successful candidate will work alongside the other gardeners at Aberdour and be expected to work elsewhere across the estate.

### Working Hours

The normal weekly hours of work will vary according to the working season in the working year. The working year will cover the calendar year 1 April to 31 March.

Currently the working year is divided into 2 working seasons – namely a longer working hours season (summer) and a shorter working hour season (winter). The length of each working season will be fixed by local management after discussion with the MCU and not later than 1 April of that working year.

The normal working week for the long season will cover a 5-day working week, Monday to Friday inclusive. The normal working week in the short season will also be agreed between MCU and local management and will normally include a 4-day week (within Monday to Thursday).

## Key responsibilities, duties and objectives

You will be responsible for all aspects of horticulture and grounds maintenance within a historic landscape.

### **Duties of the successful post holder will include:**

- Completing regular maintenance work of the formal gardens and orchard at Aberdour Castle. This will include weeding, planting, mulching and the propagation of plants utilising the onsite greenhouses.
- Assist in the maintenance of the fine lawns, undertaking mowing, scarifying, aerating, application of herbicides and fertilisers.
- Use and maintain hand-tools, equipment and machinery such as petrol driven ride-on mowers, pedestrian mowers, strimmers and hedge cutters.
- Act as a source of knowledge of the various plants that are grown in the gardens and be able to answer queries from visitors and other site staff regarding the gardens.



## Post competencies

You will be assessed against these competencies during our selection process.

### **Core Competencies:**

- Delivering excellent Service – Demonstrating a commitment to quality services
- Teamwork - Contributing to and supporting working together
- Planning and Organising - Putting plans and resources in place to achieve results
- Communication - Communicating appropriately and clearly
- Knowledge & Expertise - Applying and developing knowledge and expertise to achieve results - (See below for specific criteria)

## Knowledge, skills and experience

You will be required to demonstrate that you meet the requirements and qualifications as part of the selection process.

### **Essential requirements:**

- Have a good knowledge of cultivation methods.
- Be skilled in plant identification.
- Have an awareness of plant pests and diseases along with their treatment.
- Turf maintenance and establishment.
- Experience of using horticultural machinery.

### **Desirable requirements:**

- Full UK driving licence
- Trained to PA1 (Safe Handling & Use) and PA6 (Pedestrian hand-held application) in Pesticide use.

### **Professional Qualifications & Professional Memberships:**

- HNC in horticulture or equivalent at SCQF Level 7 (Essential)

### **Health Screening:**

Given the nature and working environment of this role; a pre-employment health screening will be undertaken for the successful post holder – Any offer of employment will be subject to satisfactory checks.

## What we offer

We welcome applications from all nationalities, assuming that they have the right to work in the UK and applying for a job with us could open the door to a unique work environment. It could also give you job satisfaction and excellent development opportunities, plus a competitive salary, 25 days paid holidays (rising to 30 days after 3 years' service) and 11.5 public holidays a year – pro rata for part time staff.

In addition we offer a great benefits package to our employees which includes:

- flexible working hours
- special leave
- maternity/paternity leave
- adoption leave
- childcare vouchers
- to pay for relevant professional subscriptions
- support for further education and personal development
- study leave for work related courses
- access to a learning resource centre

## Health and welfare

We offer you access to:

- our Employee Assistance Programme – for confidential advice and counselling
- an occupational sick pay scheme
- discounts at some local authority leisure facilities
- access to a free Headspace membership
- interest free loans for bicycles (and travel passes)
- As part of our Equalities policy, we will make any reasonable adjustments for staff when needed.

## Staff discounts

You will receive:

- free entry to all of our properties (with up to three guests)
- free entry to English Heritage, Manx and Cadw properties
- 20% off purchases in our retail outlets

## Season tickets

You can get an advance to help with the cost of buying an annual season ticket for travel between home and work. The advance is then repaid from your salary over the life of the season ticket. Open to all permanent and fixed-term staff.



HISTORIC  
ENVIRONMENT  
SCOTLAND

ÀRAINNEACHD  
EACHDRAIDHEIL  
ALBA

## How to apply for this post

You can apply on-line by visiting our website at <https://applications.historicenvironment.scot/>

Guidance on completing the application can be found in the 'Guidance notes for applicants' document, also available at the above website, which we recommend that you read, in conjunction with this Job Description.

Your application must arrive by the advertised closing date. Please note that when applying online, we will only be able to see your application once you fully submit it.

If you are unable to complete an online application form, please email [recruit@hes.scot](mailto:recruit@hes.scot), quoting the job title and recruitment reference, and we will arrange for an application form to be sent to you.

Please note that, as we operate an electronic recruitment system, we will contact you via the email address that you provide in your application to inform you of the outcome of your application.

For further information about the post, please contact John Fell, District Works Manager, [john.fell@hes.scot](mailto:john.fell@hes.scot).

We welcome all applicants from under-represented groups within HES. We know from our [equality monitoring](#) that we need to increase our diversity in terms of ethnicity and disability. We also want to address occupational areas where the ratio is disproportionately in favour of women or men. We ask all applicants to complete the Equality Monitoring section of the recruitment paperwork to help us pursue a diverse and inclusive workforce. In support of our Gaelic language plan we welcome applications from Gaelic speakers.

Human Resources  
Historic Environment Scotland