

**OPW**Oifig na
nOibreacha Poiblí
Office of Public Works

Candidate Information Notice

Open Recruitment Competition for the position of

Chargehand (Head) Craft Gardener

at

**Annes Grove Gardens and Doneraile House & Parklands
Co. Cork**

Competition Reference: 2024/002

Closing Date: 5:30pm on Friday, 2nd February 2024

The Office of Public Works (OPW) invites applications for the position of **Chargehand (Head) Craft Gardener** in the OPW's Heritage Services at Annes Grove Gardens and Doneraile House & Parklands, Co. Cork.

We are looking for someone dynamic with a flair for both formal and informal garden layouts and plants and working with a team of garden staff on maintaining and developing these gardens and plant collections. This is an opportunity to work in a responsible position as part of the OPW team in managing and developing two historic garden and landscape properties and to play a key role in their ongoing restoration.

Annes Grove Gardens - Set in a beautiful location beside the river Awbeg in north Cork this 190 acre historic estate and landscape is of national importance and contain an important collection of exotic plants and shrubs is one of the most beautiful gardens of its type still in existence. There are important walled and sub gardens as well as a river and woodland gardens and ornamental garden features. The woodland gardens and walks have an extensive collection of rhododendrons. The OPW are working to sensitively restore the fragile environments of the Walled and Woodland Gardens for visitors to enjoy and the restoration of other parts of the gardens continues.

Doneraile Court is one of Ireland's most beautiful estates. Located on the banks of the Awbeg river in north Co. Cork with over 400 acres of Capability Brown style landscape. Within the parklands and its impressive collection of mature and specimen trees there are formal walled gardens a parterre garden and American Garden and pleasure grounds. Over 5 kilometres of paths enable visitors to enjoy the wide range of animals and biodiversity found on the estate including Sika, Fallow and Red deer and Kerry Cattle.

The successful candidate will be based at both Annes Grove Gardens, Castletownroche and Doneraile Park, Doneraile, Co. Cork, and will be required to report to and work at either site as and when directed by management. Although the position will be based both at Annes Grove Gardens and Doneraile Estate, due to the nature of both sites, the Chargehand (Head) Craft Gardener, at the discretion of management, may be primarily based at Annes Grove Gardens and will assist the gardening team at Doneraile Estate as required. The Chargehand (Head) Craft Gardener will provide oversight and direction to the gardening teams at both sites. It will be a condition of these working arrangements that no travel or subsistence expenses will be payable in respect of travelling to/from and working at both sites. The hours of attendance will be determined by local management requirements.

The position will be permanent Non-Established State Industrial posts based on a 39-hour week, and will be subject to a seven-month probation period which may be extended to 10 months under certain circumstances. Continuation in employment in the post, following the end of the Probation Period, will be dependent upon the appointee fully meeting the requirements of the position during the Probation Period.

Persons who wish to be considered for appointment to the above positions should submit a completed application form, and copies of specified required documentation. Selection for appointment to the position will be determined by the Interview Board through a competitive interview process. The Interview Board will make its decisions based on the interview with each candidate who is invited to the interview. A short-listing assessment, based on the information supplied in the applications, may be used by OPW to select those applicants who are to be invited to attend for competitive interview.

Any offer of a position will be subject to the candidate satisfactorily meeting the OPW's requirements with regard to references, health and Garda vetting. In the event that the candidate does not satisfactorily meet the OPW's requirements in these regards, the candidate will receive no further consideration under the competition and will not proceed to appointment.

The competitive interview process, which may incorporate a practical element, will be used by OPW to select the candidate determined by the Interview Board as being suitable for appointment to fill the position and a reserve panel, effective for a limited period, may be formed.

OPW Areas of Responsibility

The Office of Public Works is a State body with responsibility for the protection of Ireland's built heritage. This is achieved through the conservation, presentation and management of National Monuments, historical properties and Government buildings. Our diverse portfolio consists of 750 sites from all periods of our history encompassing sites from prehistoric to the late medieval periods of our history.

Role

The following list of duties and skills is not exhaustive but indicative of the role of Chargehand (Head) Craft Gardener. You will be expected to perform any duties assigned to you by your Supervisor/Manager, including by any person to whom authority has been delegated, which are considered appropriate to your position.

Essential Eligibility Requirements (at the closing date)

- **Bachelor of Science in Horticulture, Hetac Level 7, or equivalent; ***

***Note:** * Irish or Foreign qualification (deemed in a similar field of study) recognised as equivalent to the above qualification on the Irish National Framework of Qualifications.*

- **Minimum of 2 years' Horticultural experience as a Craft Gardener. Experience of working with Plant Collections and designed historic landscapes is desirable;**

- **A full, clean and current driving licence, minimum category B & W and use of own transport; **1,2**

Note:* (1) If your Irish driving licence is restricted to driving cars with an automatic transmission only (denoted by the code 78 appearing on the licence), you are not eligible. (2) From 1 January 2021 if you are resident in Ireland and hold a UK/NI driving licence it is no longer valid to drive on here in Ireland. It is not legal for driving purposes and must therefore be exchanged. It is vital that you have a valid driving licence and that you are legally allowed to drive in Ireland by exchanging a UK/NI licence for an Irish driving licence. Further information available on: www.ndls.ie*

Responsibilities and Principal Duties (Chargehand (Head) Craft Gardener)

The following list of duties is not exhaustive but indicative of the role of Chargehand (Head) Craft Gardener (*in addition to the Craft Gardener duties that follow*) with the OPW:

- Carrying out the instructions of the Foreperson, NHP Management, etc.;

- Supervision and instruction of the workforce on site, including Craft Gardeners, General Operatives, Apprentice Gardeners, students and Contractors, as appropriate;
- Ensuring that proper standards of workmanship, attendance and discipline are maintained including record keeping in this regard:
 - Timesheets;
 - Attendance levels;
 - Pay queries;
 - Rostering Overtime;
- Horticultural maintenance of and development of the site;
- Production of nursery plant stock, plants – annual, herbaceous, vegetables etc., (*where appropriate*);
- Planning daily/weekly work programmes and implementation of projects in line with management instruction;
- Dealing with Contractors;
- Procurement, in conjunction with Supervisor and in accordance with OPW guidance;
- Deputising for the Foreperson as deemed necessary;
- Preparing lists of plant and material requirements;
- Ensuring that site conforms fully to Health and Safety requirements, including record keeping in this regard: -
 - Ensuring incident and near miss reports are properly filed and reported;
 - Maintaining work areas in a clean, tidy and safe condition;
 - Being familiar with the Safety Statement and Safe Operating Procedures;
 - Ensuring machinery / equipment is inspected and maintained in good working order;
- All aspects of Craft Gardener responsibilities and duties (a full list is shown under the separate heading below) including: -
 - Operating equipment and machinery;
 - Planting Programmes;
 - Propagation;
 - Arboriculture;
 - Day to Day management of site;
 - Report writing e.g. Accident/Incident;
 - Daily Horticultural maintenance and development of the site;
 - Giving tours/ lectures as requested;
 - Interacting with visitors/members of the public;
 - Supervising and assessing students and apprentices;
 - Interior plant-scaping;
 - Delivering Health & Safety in line with OPW Policy and Safety Statement;
 - Upkeep/maintenance/presentation of all site facilities for the staff and public.

Responsibilities and Principal Duties (Craft Gardener)

The following list of duties is not exhaustive but indicative of the role of Craft Gardener with the OPW:

- Planting, cultivation and maintenance of plants, including plant collections, nursery plant stock, fruit & vegetable gardens, bedding schemes, climbers, herbaceous borders, trees and shrubberies, with a particular emphasis on both formal and informal styles; Propagation of all plants, including collections, bedding etc. (*where appropriate*);
- Supervise collection, cleaning, packeting, numbering and listing of seed/vegetative material for distribution;
- Prepare plant layouts for beds, shows and exhibitions;
- Prepare and update records of plant collections in allocated sections, in conjunction with management team (including identification, verification, labelling, documentation);
- Identification and control of pests, diseases and weed;
- Care and maintenance of lawns;
- Arboriculture and tree management works on completion of training;
- Supervise and participate in the carrying out of developmental work in conjunction with the management team;
- Participate in work scheduling and note actions to be taken;
- Plan daily/ weekly work programmes and implementation of project;

- Maintain a record of daily work being carried out and plan both daily and weekly work programmes;
- Prepare lists of plant and material requirements;
- Ensure that work is carried out in an efficient and safe manner, and that personal health and safety of staff, students and members of public is not compromised. Complete all relevant health & safety record keeping including risk assessments, safety methodologies, job safety plans etc.;
- Ensure that personal protective clothing supplied is worn as tasks dictate, STC boots compulsory at all times;
- Use, care and maintenance of tools and equipment;
- Take responsibility for the fabric of sections/gardens including buildings, walks, seats, litter bins etc. and report any damage observed, also note and report any environmental issues of note;
- Opening, clearing and closing of glasshouses, gardens as relevant;
- Monitor and adjustment of climatic controls, boilers, heaters, demineralising plant, including checking of water P.H.;
- Supervision and allocation of work to General Operatives/horticultural assistants etc.;
- Supervision, training and assessment of students/apprentices, keeping of absence records in conjunction with management team;
- Supervision and training of transition year students;
- Supervision of Horticultural Assistants;
- Supervision of contractors;
- Ensure the attendance and good timekeeping of staff and students;
- Arrange and participate in practical skills training and assessment of students;
- Take responsibility for rostered overtime, ensuring cover if unavailable;
- Execution of garden security duties;
- Liaise with the public, disseminate information, answer queries and give guided tours and lectures as requested;
- Attend and successfully achieve the required standard in all training as deemed necessary;
- Attend trade shows, conferences, courses, as deemed necessary;
- Deputising for the Chargehand (Head) Gardener/Foreperson as deemed necessary;
- Carrying out the instructions of the Chargehand (Head) Craft Gardener, Foreperson, Management, etc.;
- Operating equipment and machinery;
- Day to Day management of site;
- Report writing e.g. Accident/Incident;
- Daily Horticultural maintenance and development of the site;
- Giving tours/ lectures as requested;
- Interior plant-scaping;
- Delivering Health & Safety in line with OPW Policy and Safety Statement;
- Upkeep/maintenance/presentation of all site facilities for the staff and public;
- All other duties commensurate with the post.

Notes

- Overtime may apply;
- Attendance on site at weekends and on public holidays as required.

Contacts with:

- Staff of the Office of Public Works;
- Members of the Public;
- External contractors and suppliers;
- Other Government agencies as appropriate.

Special working conditions apply:

- Working alone and in teams;
- Working in inclement weather;
- Working with blades, chemicals, paints, cleaning agents;
- Lifting awkward / heavy loads; Climbing scaffolding / Working at heights;
- Regular physical activity;

- Operation of plant / equipment; Driving Vehicles;
- Hazards, sharps including syringes, traffic, wildlife, disorderly members of the public;
- Environmental awareness;
- Traffic – assisting with plant mobilisation to and from sites;
- Working in or near water, working in confined spaces and walking or working on uneven ground;
- Wildlife.

Reporting Arrangements:

The **Chargehand (Head) Craft Gardener** reports to:

- Foreperson;
- NHP Management;
- Any other person to whom authority has been assigned and/or delegated.

The successful candidates are required to:

- Have an extensive knowledge of horticulture and plant types;
- Contribute to and maintain a good team spirit and an effective team-working environment;
- Demonstrate flexibility and mobility, consistent with the needs of the service;
- Have an interest in and knowledge about the protection and promotion of wildlife
- Remain calm while working under pressure when effectively dealing with incidents;
- Make sound judgements in emergency situations;
- Work on own initiative in accordance with manager/supervisor instructions whilst being an effective part of a larger team;
- Apply excellent and effective interpersonal and communication skills coupled with a professional, polite and courteous manner when dealing with colleagues, management and the public;
- Apply the energy, enthusiasm and the willingness to contribute effectively to a positive visitor experience for the public and to keep abreast of OPW activities;
- Apply a positive, flexible and proactive approach to work allied with an ability to deliver an effective work presence;
- Carry out all work in a safe manner both to colleagues and to the public through understanding, observance and application of Health and Safety requirements;
- Successfully undertake training as and when required;
- Carry out other duties/works deemed by management as appropriate to the grade and to the position;
- Co-operate with the introduction of new work practices and technology.
- Be familiar with OPW policies such as Tree Safety Management Policy 2019;
- Be knowledgeable in best practice for promotion of biodiversity;
- Be knowledgeable in best practice for environmental safeguarding.

Age

On the closing date for receipt of applications for this position, the following are the eligibility requirements with regard to age:

- the minimum age requirement for potential applicants is 18;
- the appointee, if a new entrant or an existing State Industrial Employee appointed on or after 1 January 2013, will be a member of the Single Public Service Pension Scheme, as defined in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. Under the Scheme, retirement is compulsory on reaching 70 years of age.

Outside Employment

The position is whole-time and the appointee may not at any time engage in, or be connected with, any outside business or activity which would in any way conflict with the interests of the OPW, or be inconsistent with their official positions, or tend to impair their ability to carry out their duties. For this reason, an appointee who intends to be engaged in or connected with any outside business or employment should inform the OPW HR Management (Operational) Section of such an intention.

III-Health Retirement

For an individual who has retired from a Civil/Public service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

Health

Before being accepted as suitable for appointment, the appointee must satisfy certain criteria including suitability in respect of health. The onus is on the appointee to declare their suitability, to the best of their knowledge and belief, regarding their health status, and in this regard, the appointee will be asked to complete a health self-declaration statement. Please note that any misstatements, incomplete statements and/or false declarations are liable to disqualify the appointee from the competition and/or result in the summary termination of their appointment to/employment in the position.

Garda Vetting

Garda vetting may be sought in respect of individuals who come under consideration for appointment. The proposed appointee may be required to complete and return a Garda Vetting form, which will be forwarded to An Garda Síochána for security checks to be undertaken. Enquiries may also be made with the police force of any country in which the proposed appointee resided. Persons selected for appointment under this competition may receive offers of appointment, the commencement and continuation of which would be subject to satisfactory Garda Vetting of the proposed appointees.

Pay

The **Chargehand (Head) Craft Gardener** pay scale for the position, as and from 1st October 2023 is as follows:

Incremental Progression	Point	Non – PPC (This rate will apply where the appointee is not required to make a Personal Pension Contribution)	PPC (This rate will apply where the appointee is a new entrant or an existing civil servant appointed on or after 1 January 2013 and is required to make a Personal Pension Contribution.)
On commencement	1	€771.56	€808.45
After 6 months	2	€798.14	€836.45
After 1.5 Years	3	€851.05	€892.09
After 2.5 Years	4	€860.89	€902.41
After 3.5 Years	5	€865.68	€907.44
After 4.5 Years	6	€870.97	€913.03
After 5.5 Years	7	€875.91	€918.23
After 6.5 Years	8	€878.42	€920.87
After 7.5 Years	9	€881.07	€923.65
After 8.5 Years	10	€883.58	€926.29
After 9.5 Years	11	€885.99	€928.80
After 10.5 Years	12	€890.13	€933.19
After 11.5 Years	13	€893.29	€936.51
After 12.5 Years	14	€900.82	€944.46

The successful candidate will be paid at the appropriate point of the pay scale.

Important Note: Increments may be awarded subject to changes in the terms and conditions relating to salary increments in the Civil/Public Service generally.

Payment will be made weekly by Electronic Fund Transfer (EFT) into a bank account of an officer's choice. Payment cannot be made until a bank account number and bank sort code has been supplied to the Office of Public Works. Statutory deductions from salary will be made as appropriate.

Declaration:

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Confidentiality

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence. All aspects of the application and assessment process are treated as strictly confidential and are not disclosed to anyone, outside of those persons directly involved in an aspect of the assessment process.

Other important information

The Office of Public Works will not be responsible for refunding any expenses incurred by candidates. The admission of a person to a campaign, or an invitation to attend any element of the selection process, is not to be taken as implying that the Office of Public Works is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending. If you do not meet these essential entry requirements but nevertheless attend for selection tests/interview(s) you will be putting yourself to unnecessary expense.

Should the person assigned to a post decline, or having accepted it, relinquish it or if an additional vacancy arises the Office of Public Works, may, at its discretion, select another person for appointment on the results of this selection process.

Candidates' Obligations

- Candidates must not knowingly or recklessly provide false information;
- Candidates must not canvass any person with or without inducements;
- Candidates should note that canvassing will disqualify and will result in their exclusion from the process.
- Candidates must not interfere with or compromise the process in any way;
- a third party must not personate a candidate at any stage of the process;
- any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment;
- in addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then: where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Specific candidate criteria

Candidates must:

- have the knowledge and ability to discharge the duties of the post concerned;
- be suitable on the grounds of character;
- be suitable in all other relevant respects for appointment to the post concerned; and if successful, they will not be appointed to the post, or, if appointed, continue in employment in the post unless they:
 - agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed;
 - are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by Office of Public Works, or who do not, when requested, furnish such evidence as the Office of Public Works require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Data Protection and Confidentiality Statement

By submitting an application form for the purpose of applying for recruitment to, or promotion or assignment within, the Office of Public Works, candidates give consent for the personal data submitted to be processed as part of the selection process and administration of that competition.

By consenting to this agreement, candidates give permission for the data submitted as part of this application form to be processed by Office of Public Works HR Management (Operational) section for the purpose of administration and for relevant data to be made available to assessment boards for the purpose of assessing and selecting the most suitable candidate(s). Other than the copy of the Driving Licence and Qualification documentation which will be retained for administrative purposes in the event that a candidature proceeds to appointment, the data submitted will not be used for any other purpose and will be retained in accordance with the Office of Public Works retention policy.

All such information will be maintained safely and securely in line with the provisions of the Data Protection Acts and Regulations. Personal information will be treated in confidence and will not be shared with any party outside of those outlined as part of the selection process and administration of the competition.

Application Process and Selection Process

Applications for the post are invited from persons who meet the essential eligibility requirements above. A short-listing process may be used in order to determine those applicants who will be invited to attend for competitive interview. The short-listing process will be based on an assessment of the information supplied on the Application Form. When completing the Application Form, please take the opportunity to provide as much information as possible and to demonstrate relevant qualities and experience to support your application. Following shortlisting, suitable applicants will be invited to attend for a competitive interview.

The competitive interview process will be used by OPW to select the candidate determined by the Interview Board as being the most suitable to fill the position and a panel of the next most suitable candidates, effective for a limited period, may be formed.

Only those considered most suitable for placement on the panel, by the Interview Board at the competitive interview, will be positioned on the panel in the order of merit as determined by the Interview Board. Placement on the panel does not guarantee nor imply that an offer of employment will be made to those placed on same. If a panel member does not accept an offer of appointment, when made, that panel member may not receive further offers of appointment.

Candidates may be required to provide satisfactory documentary evidence of all qualifications claimed by them, which must be provided promptly on request. Failure to produce such documentary evidence when requested may lead to disqualification from the competition and/or termination of contract.

An application form for the position is available on the OPW Website www.gov.ie/opw under 'Jobs at the OPW'. Advice and information that may be of assistance to applicants and interviewees is available on the OPW website www.gov.ie/opw.

Applicants **must** include, with their application form:

- **A clear copy of Bachelor of Science in Horticulture, Hetac Level 7 qualification;***
(or equivalent.)
- **A clear copy of both sides of current driving licence, minimum category B & W.****

Failure to produce such documentary evidence when requested may lead to disqualification from the competition.

Along with a verification check on whether you meet the eligibility requirement to have a full Driving Licence, the copy of your Driving Licence will be used to verify your identification, should you be offered an appointment to the advertised position.

If you are interested in being considered for the above position and are satisfied that you meet the criteria as outlined above, please complete an Application Form and return with a copy of the requested documentation by email to:

recruitment @opw.ie

The closing date for receipt of completed Application Forms is **5:30pm Friday, 2nd February 2024**. Applications received after this time will not be considered for the competition. Postal applications will not be accepted.

As all correspondence in relation to this competition will be via email, it is your responsibility to ensure that the email account provided on the application form is monitored and any changes to contact details should be notified with the competition reference number to recruitment@opw.ie as soon as possible.

The OPW will not be liable for any costs incurred in applying for the position and/or attending an interview.

**The Office of Public Works is committed to a policy of equal opportunity.
Please note that canvassing will disqualify.**