



## Job Description and Person Specification:

### Head of Horticulture and Curation (HHC)

**Birmingham Botanical Gardens are looking for an experienced and motivated curator and inspirational leader to join the Senior Leadership Team.**

The Gardens are in a period of change and are currently completing the Stage 2 NHLF grant application towards a £14m capital project.

The project aims to restore the historic glasshouses, upgrade horticultural infrastructure and displays, site infrastructure and improve the visitor experience for all. If you would like to join the dynamic team leading this project, we would be pleased to hear from you.

Birmingham Botanical Gardens (BBG) are keen to see applications from people of all backgrounds and communities and are committed to representing the diverse nature of the city. The Gardens look forward to receiving applications from all suitable candidates and will conduct inclusive recruitment processes based on attitude, experience, and qualifications.

BBG are also committed to ensuring that no-one invited to interview should be excluded due to financial circumstances and will reimburse travel costs for anyone attending interview.

<b>Role Title</b>	Head of Horticulture & Curation (HHC)
<b>Team</b>	Horticulture
<b>Reports to</b>	CEO
<b>Salary</b>	£45,000 - £47,500 gross per annum
<b>Date Issued/Revised</b>	June 2024

### Purpose of Role

The Head of Horticulture & Curation (HHC) will be responsible for the day-to-day management and development of the Living Collection and supporting environments.

The HHC will play a key role in finalising and delivering the horticultural vision and strategic plan for Birmingham Botanical Gardens as detailed in the current £14m capital programme and set by the Trustees, CEO and SMT. Specifically implementing the collections strategy, maintaining the historic listed landscape and leading the Horticultural team in designing and maintaining inspiring horticultural displays and interpretation.

The HHC is responsible for maintaining all plant categories in all the different areas of the Botanical Garden, including the national collection (Cyclamen), all external garden areas and

the glasshouses through working closely with the 4 Senior Horticulturists. This will include designing creative new plantings and displays linked to BBG's strategic objectives to showcase science, addressing biodiversity loss and climate change to the Garden, and to make BBG a top horticultural and heritage visitor attraction in Birmingham and the UK.

The HHC is directly responsible to the CEO and will directly line manage the 4 x Senior Horticulturists. They will also be responsible for the team to include further botanical horticulturists, trainees, plant record assistants and approximately 50 volunteers – please see the current organogram for information.

## **Leadership**

- The HHC will work closely with the CEO to raise the profile of the Botanical Garden nationally and internationally, attending meetings/conferences and collaborating with other Botanic Gardens and outside botanical organisations.
- The HHC will work closely with Trustees and the CEO to deliver BBG's strategic aims in research and conservation and to raise its profile through partnership working with Education institutions and relevant groups and networks.
- The HHC will line manage the 4 Senior Horticulturists and lead the department which includes additional botanical horticulturists, trainees and volunteers.
- The HHC will performance-manage all direct reports on an ongoing basis to develop a high performing, collaborative team culture. Including training, and recruitment, induction and PDRs where necessary.
- The HHC will be responsible for Hort Volunteers working in the Garden and will be expected to spend time with both staff and volunteers providing supervision, support, instruction and training.
- The HHC will ensure the highest standards of horticulture and when necessary, carry out practical hands-on work alongside other members of staff.
- As a member of the senior management team and head of the Horticultural Department, the HHC will be expected to be an active participant in scheduled and ad hoc departmental meetings.

## **Responsibilities**

- Overseeing the curation and maintenance of the plant collections at the Botanic Garden including
  - Managing plant records maintained in IRISBG
  - Database and coordinating associated activities (e.g. collections audits, compiling plant lists on request).
  - Ensuring accurate and comprehensive labelling of the collections.
  - Coordinating and conducting verification of the collections.
  - Researching, sourcing and cultivating new taxa for the collections, as agreed with Trustees and CEO.
- The HHC will work with the Senior Leadership Team and project consultants to deliver accessible and improved horticulture, horticultural infrastructure and engaging interpretation of the plant collections.
- The HHC will be responsible for plant health and biosecurity at the Garden and ensuring that the collections are compliant with the requisites of the Nagoya Protocol.
- The HHC will be responsible for managing the annual horticultural budget for the Botanic Garden.

- The HHC will liaise with the Horticultural team and be ultimately responsible for maintaining accurate and compliant health and safety records for the Botanic Garden collections, including
  - Conducting, reviewing and updating COSHH and Risk Assessments.
  - Formulating emergency procedures, as appropriate.
  - Producing local Standard Operating Procedures (SOPs) for equipment and machinery.
  - Producing and maintaining service and inspection records for equipment and machinery.
  - Conducting regular inventories of herbicides and pesticides and coordinating the disposal of hazardous wastes.
  - Introducing and overseeing a complaint quarantine area.

This job includes the following hazards or safety-critical activities:

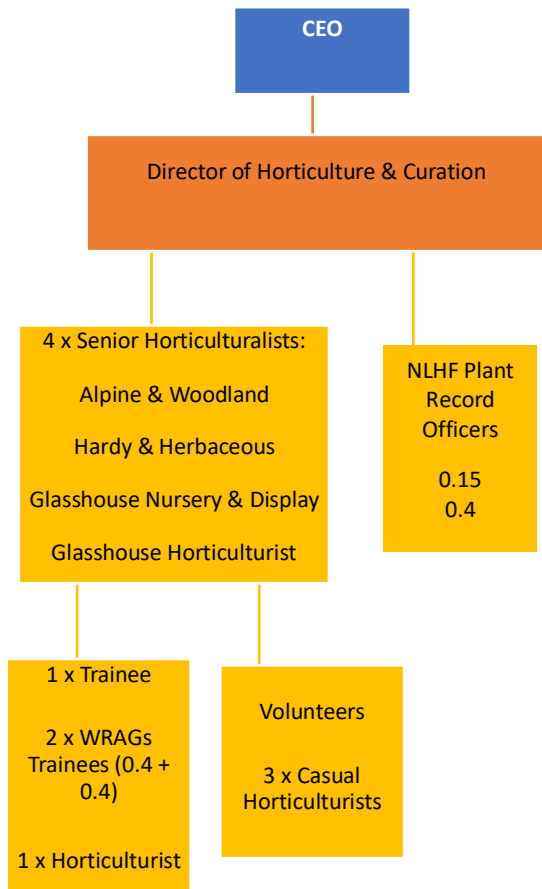
- Working at heights
- Lone Working (infrequent)
- Working in hot or cold environments
- Driving on BBG business (infrequent)
- Regular manual handling
- Work with hazardous substances, regulated by COSHH

### **Other Accountabilities**

- The HHC will undertake and promote best practice following local, national and international legislation and guidelines e.g. CITES, CBD, GSPC, Plant Health & Biosecurity etc.
- The HHC will coordinate and supervise training for Botanic Garden staff on the safe use of equipment and machinery and report any potential hazards to the CEO. This will involve supervising staff training where appropriate.
- The HHC will contribute to development plans for improvements to infrastructure, facilities and services at the Botanic Garden. This will involve consulting and liaising with staff, external organisations and contractors during planning and implementation.
- To oversee/deliver elements of the BBG Engagement Programme, such as guided tours for adults and students, talks/lectures, and run occasional practical courses on horticulture and garden design.
- To lead and deliver elements of internal BBG's traineeship in horticulture, subject to development plans.
- The HHC will assist the CEO, Learning and Engagement teams and University partners in the use of the Garden for teaching and research and assist them in the development of research projects linked to the Botanic Garden's collections.
- The HHC will be responsible for the education and training of the Department's horticultural apprentices (currently two per year).
- The HHC will produce written materials for the BBG website, annual report, and internal and external publications.
- The HHC will contribute information for written fundraising proposals and when appropriate meet and engage with existing and potential donors.
- The HHC role is part of the Duty Management Team reporting to the CEO and will be on the Botanic Garden DM weekend rota (currently 1 in 9 weekends).
- The HHC will demonstrate a commitment to working as a full member of the Gardens team, assisting with other activities, sometimes working overtime and in the evenings.
- The HHC will demonstrate an active commitment to Equality, Diversity and Inclusion.

## PERSON SPECIFICATION

Area	Essential	Desirable
<b>Experience</b>	<p>Substantial experience of working in a collections-based garden in a senior capacity</p> <p>Extensive experience in effective leadership and management of a team of horticultural staff</p> <p>Experience of designing and developing features for public gardens</p> <p>Experience in managing National Collections</p>	<p>Experience of producing written resources (e.g. interpretation material, articles for magazines)</p> <p>Experience of Plant conservation programmes and research</p> <p>Experience of delivering horticultural or botanical courses for adults</p>
<b>Knowledge</b>	<p>Understanding of the strategic needs of a garden/organisation</p> <p>IRISBG Plant Records/Garden Mapping and modern systems of plant classification</p> <p>Comprehensive knowledge of the diversity of the Plant Kingdom</p> <p>Knowledge and experience of Health and Safety within a Gardens setting</p>	<p>An understanding of the not-for-profit sector, preferably showcasing a knowledge and interest in the broader botanical heritage and cultural sectors</p> <p>Understanding of biodiversity loss and climate emergency and suitable horticultural responses</p>
<b>Qualifications</b>	<p>Botanic Garden Diploma, ND, HND or BSc. in horticulture or a subject relevant to the plant collections of BBG</p> <p>RHS level 3 or above</p> <p>FEPA PA1, PA6 and PA9 Qualified</p>	<p>Valid and full UK driving licence</p>
<b>Skills</b>	<p>Experience of practical plant conservation projects</p> <p>Effective team leadership and performance management</p> <p>Computer literate with experience of MS Office software, and able to use databases accurately</p>	<p>The ability to explain horticultural procedures to trainees and volunteers with diverse backgrounds</p> <p>Able to support the writing of fundraising requests</p>



Horticulture Structure, June 24

What we can offer:

<b>Pension</b>	Through Royal London
<b>EAP</b>	24h Employee Assistance Programme through BUPA
<b>Annual leave</b>	A generous holiday allowance, plus an extra day for your birthday!
<b>Sick Pay</b>	Company sick pay
<b>Parking</b>	Free parking is generally available onsite
<b>Tea/Coffee</b>	Hot and cold drinks provided during the working day
<b>Discounts &amp; Tickets</b>	20% discount in the gift shop; 10% discount in the Tea Room; tickets for immediate family into the Gardens and special offers for one-off events throughout the year
<b>Relocation Package</b>	We can discuss this with candidates at interview