



RAMSEY TOWN COMMISSIONERS

Particulars relating to the post of

Head of Gardening

July 2025

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*Further information can be obtained from the
Ramsey Town Commissioners' Web Site at:
www.ramsey.org.im*

RAMSEY TOWN COMMISSIONERS

Head of Gardening

An opportunity exists for a suitably experienced and motivated individual to join the housing and properties team of Ramsey Town Commissioners in the position of Head of Gardening.

Applications close at 4pm on Friday 5th September 2025.

For more details and an application form, please visit www.ramsey.gov.im

H S Bevan
Deputy Town Clerk
Ramsey Town Commissioners
Town Hall
Ramsey
IM8 1RT

APPOINTMENT PROCEDURE

1. Applications

Applications should be submitted by completing an application form and sending with a covering letter and CV to: **Human Resources, Ramsey Town Hall, Ramsey, IM8 1RT** or via email to humanresources@rtc.gov.im

2. References

The successful candidate will be required to provide the names of two referees.

3. Closing Date

The closing date for receipt of applications is 4pm Friday 5th September 2025.

4. Acknowledgement

All applications will be acknowledged on submission. Applicants will be notified of the outcome of their application following the short-listing process.

5. Interviews

Short-listed applicants will be invited for interview.

6. Canvassing

Canvassing of members of the Authority directly or indirectly in connection with this appointment shall disqualify the candidate concerned.

7. Relation of Members or Officers

Any applicant who knows they are related to any member or officer of the Authority shall, when making their application, disclose that relationship. An applicant who fails to disclose such a relationship shall be disqualified from appointment, or shall be liable to dismissal if already appointed.

8. Further Information

If any further information is required regarding this post, please contact the Deputy Town Clerk.

**RAMSEY TOWN COMMISSIONERS
MANUAL & CRAFT WORKERS TERMS & CONDITIONS ANALOGOUS TO THE
PUBLIC SERVICE COMMISSION MANUAL & CRAFT WORKER
MEMORANDUM OF AGREEMENT 2015 & NEW STARTERS AND PROMOTIONS
AGREEMENT 2016**

JOB OUTLINE

DEPARTMENT	Parks & Gardens		
DESIGNATION	Head of Gardening		
REPORTS TO	Works Supervisor/ Technical Services Manager		
DURATION OF POST	Permanent Post		
HOURS OF DUTY	Normal hours of work – 37 hours per week		
	Monday – Thursday	8.00 am to 12:15pm	1:00pm to 4.15pm
	Friday	8.00 am to 12:30pm	1:00pm to 3.30pm

N.B. There will be a requirement for some weekend shifts to attend to the nursery and carry out park inspections. No overtime payments paid until 37 hours have been worked.

JOB PURPOSE

- To lead the strategic planning, development and enhancement of all public open spaces—parks, open spaces and other recreational areas—so they are vibrant, sustainable and accessible for all, supporting community wellbeing and biodiversity.

SUMMARY OF MAIN DUTIES

1. Develop and implement a long-term vision and strategy for the authority’s green spaces.
2. Lead the planning and design of horticultural and landscaping projects across diverse public areas.
3. Collaborate with the Works Supervisor to coordinate operational delivery and resource allocation.
4. Integrate the gardening team into a broader open-spaces team, ensuring effective use of skills and equipment.
5. Promote sustainable practices, biodiversity and climate adaptation in all horticultural work.
6. Engage with local communities, stakeholders and partners to ensure spaces meet local needs and aspirations.
7. Oversee budgets, procurement and contracts related to horticultural services and projects.

8. Ensure compliance with health-and-safety, environmental and regulatory standards.
9. Provide professional guidance and mentoring to gardening staff, supporting their development.
10. Ensure appropriate fleet and equipment are specified, maintained and safely deployed by the Gardens Supervisor and team.

Such other duties of a similar level of responsibility as may be required from time to time by the Works Supervisor, the Technical Services Manager.

STAFF & RESOURCES

- Employees supervised: 4 staff / contractors.
- Resources: All horticultural tools, machinery, vehicles and hired equipment used by the Parks Department (subject to training and certification).

DOES THE JOB OCCUPANT HAVE CONTACT WITH MEMBERS OF THE PUBLIC, AND IF SO, FOR WHAT PURPOSE?

On a daily basis as part of the role is performed within public parks and areas.

DOES THE OCCUPANT WORK ALONGSIDE THE PERSON HE/SHE REPORTS TO?

Yes.

SIGNED – POST HOLDER
SIGNED – LINE MANAGER
SIGNED – TOWN CLERK
DATE

**RAMSEY TOWN COMMISSIONERS
HEAD OF GARDENING
PERSON SPECIFICATION**

ATTRIBUTE	ESSENTIAL / DESIRABLE	METHOD OF ASSESSMENT
EDUCATION AND QUALIFICATIONS		
NVQ Level 3 or equivalent Certificate/ Diploma in Horticulture	Essential	Pre-employment Check
NPTC Arborist training	Desirable	Application and Interview
Valid NPTC Certification in the safe use of pesticide PA1/ PA6 (knap sack spraying)	Desirable	Application and Interview
Valid NPTC Certification in the safe use of a chainsaw	Desirable	Application and Interview
EXPERIENCE		
A proven track record of high-quality horticultural work.	Desirable	Application and Interview
Experience with mowers, powered garden machinery and tractors	Essential	Application and Interview
Familiarity in the maintenance of garden and mechanical equipment	Essential	Application and Interview
Experience of working with procedures relating to safe working practices	Essential	Application and Interview
Experience leading multi-disciplinary horticultural teams and managing budgets	Essential	Application and Interview
KNOWLEDGE AND SKILLS		
Effective verbal and written communication	Essential	Application and Interview
A clear working knowledge of Health and Safety legislation, risk assessments and method statements	Essential	Application and Interview
Ability and willingness to work with interruptions	Essential	Application and Interview
Understanding of confidentiality and professional conduct	Essential	Application and Interview
Proficient in Microsoft applications for budget tracking and in asset-management or GIS software for mapping planting schemes	Essential	Application and Interview
CHARACTER		
Ability to foster good working relationships at all levels	Essential	Application and Interview

A positive work attitude and the ability to remain calm under pressure	Essential	Application and Interview
Willingness and ability to be flexible when required in relation to hours and duties	Essential	Application and Interview
OTHER REQUIREMENTS		
To hold a current full valid driving licence	Essential	Pre-employment checks
Physically fit and capable of performing manual handling operations	Essential	Application and Interview
Isle of Man Worker	Desirable	Application and Pre-employment checks
First-Aid at Work certification (or willingness to obtain within 6 months)	Essential	Pre-employment checks

RAMSEY TOWN COMMISSIONERS

Head of Gardening

CONDITIONS OF SERVICE

1. **APPOINTMENT**

The appointment is subject to a six month probationary period.

The terms of the appointment are those set out primarily in the attached Job Description and particulars herein. A formal contract will be completed by the parties after the appointment, reflecting any further agreement reached with the Authority.

2. **PERIOD OF NOTICE**

The length of notice required to be given to terminate employment is as follows:-

By the Employing Authority

Period of Continuous Employment	Minimum Notice
Two weeks or more but less than two years	Two weeks
Two years or more but less than twelve years	One week for each year of continuous employment
Twelve years or more	Not less than twelve weeks

By the Employee

Period of Continuous Employment	Minimum Notice
One month or more but less than two years	One Week
Two years but less than four years	One week for each year of continuous employment
Four years or more	Four weeks

3. **SALARY AND CONDITIONS OF SERVICE**

The Commission has by analogy adopted the Terms and Conditions of Service as laid down in the Public Services Commission New Starters and Promotions Agreement (“the Agreement”) a copy of which is held in the office for perusal by staff members.

The Agreement provides protection for existing employees and introduces new terms and conditions for new appointees and current employees being promoted.

The pay band for the post is Pay Band 1, salary scale points 14 and 16 (currently £27,598 and £30,427) The spine point applied on appointment will be agreed with the successful applicant. If applicable the incremental date will be the first day of the month in which the anniversary of the appointment occurs. Annual increases will be payable in accordance with the Agreement. Salaries are paid monthly directly into the employee’s bank account.

4. NORMAL WORKING HOURS

A 5 day – 37 hour week – see Job Description for hours.

5. ANNUAL AND PUBLIC HOLIDAYS

Minimum annual leave entitlement under the provisions of the Agreement is 21 working days, increasing to 28 days after 10 years' service.

Length of Service	Annual Leave (Days)
On appointment	21
After 1 years	22
After 3 years	24
After 5 years	25
After 8 years	27
After 10 years	28

In addition the appointee will be entitled to public holidays as laid down by the Treasury.

6. PENSION

The successful applicant will join the Isle of Man Local Government Superannuation Scheme which is administered by Douglas Corporation unless they elect to opt out of the Scheme. The employee's contribution is between 5.5% and 7.5% of gross salary deducted from the salary payments. Further details of the scheme are available on request from the Finance Office.

7. DUTIES OF THE POST

See Job Description

Canvassing of members of the Authority directly or indirectly in connection with this appointment shall disqualify the candidate concerned.

Ramsey Town Commissioners

FUNCTIONS AND DUTIES

Abandoned Vehicles	Pedlars and Street Traders
Beaches	Play Areas
Building Control	Public Clocks and Seating
Car Parking	Public Information/Advice
Civic Amenity Site	Public Pleasure/Recreation Grounds
Community Halls	Public Seats and Shelters
Consumer Advice	Public Toilets
Control of Dogs	Rate Setting
Environmental Health Enforcement	Refuse Collection
Events and Attractions	Registration of Births, Deaths, Marriages and Civil Partnerships
Facility for the Public to view Planning	Sanitation
Houses in Multiple Occupation Regulations/Enforcement	Sheltered Housing Authority Administration
Food Hygiene Enforcement	Street Cleaning
Highway Hedgerows, Gulleys & Verges	Street Lighting
Housing	Street Nameplates
Library	Tourist Information
Litter Act/Designated Litter Officer	Unsightly/Derelict Buildings
Local Byelaws/Enforcement	War Memorial
Maintenance of Open Spaces	Sports Facilities
Nuisance Abatement	