

# find a future with fife council



Thank you for your interest in this position

**Environment & Building Services**

## Modern Apprentice Horticultural Gardener

Fife Council is the largest employer in Fife and we want young people like you to join us.

You bring the skills and enthusiasm - we've got the jobs!

And we'll help you learn while you earn a wage, supporting training and development opportunities that will help you move your career on.

If you're reading this, something caught your eye. So go on, apply!

If you have any queries about the job information pack or application process, please contact the Transactions Recruitment Team. You can do this by telephoning 03451 550088, (VOIP 2100 if internal to Fife Council), or by emailing [transactions.recruitment@fife.gov.uk](mailto:transactions.recruitment@fife.gov.uk). The Transactions Recruitment Team are located in Fife Council, Fife House, Glenrothes, Fife, KY7 5LT.

We value diversity and are striving towards equality of opportunity. All applicants will be considered fairly and on merit.

## Job Profile



<b>Post Title:</b>	Horticultural Gardener – Modern Apprentice Level 2
<b>Directorate and Service:</b>	Environment & Building Services - Grounds Maintenance Service
<b>Reports to:</b>	Area Officer
<b>Grade:</b>	Year 1- 50% of FC4 Year 2- 80% of FC4
<b>Job Purpose:</b>	<p>The duration of the apprenticeship will be a maximum of 2 years. During this period the apprentice will undertake training towards a SVQ Level 2 Horticulture qualification framework.</p> <p>The apprentice will work under supervision on all aspects of Fife Council, Ground Maintenance Service operational activities; this can range from maintenance and development to landscaping and installation of equipment.</p>
<b>Key Tasks &amp; Responsibilities:</b>	<p>To work under the direct instruction of a craftsman to develop the skills and knowledge for the chosen trade, demonstrating an enthusiasm and willingness to achieve a high degree of competence.</p> <p>Undertaking general maintenance of landscaped areas and similar open spaces including highway verges and central reservations. (e.g. grass cutting, hedge trimming, clearing leaves and litter, and general arboriculture work).</p> <p>Carrying out environmental improvement works including slab laying, fencing, drainage works, shrub and tree planting, and grass seeding operations.</p> <p>Operating equipment and tools e.g. chemical sprayers, gum removal equipment, ride on or remote-control grass cutting machinery and ride on spray equipment.</p> <p>Undertaking constructional labouring work and erecting and dismantling sports and other types of equipment.</p>

## Special Conditions:

The apprentice must achieve milestone targets related to completion of SVQ Level 2 Horticulture framework as agreed on an individual Training Plan.

A modern apprenticeship is a work-based training programme that leads to an industry approved qualification. As part of this job role the post holder will be expected to work towards and gain a SVQ Level 2 in Horticulture.

Failure to meet these targets may result in the termination of the apprenticeship. In the case where an apprentice completes the SVQ framework an enhanced rate of pay will be awarded accordingly.

Initial recruitment will be 1<sup>st</sup> year applicants only.

**These vacancies are restricted to applicants who currently live in Fife. You must also be aged between 16 and 24 on or by the advertised start date.**

**Alternatively successful applicants can start at 15 years old however your 16<sup>th</sup> birthday must be by 30<sup>th</sup> September of that year. A School Leavers Form and National Insurance number is mandatory.**

**Before confirming appointment:** You may be required to obtain PVG Scheme Membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

## Job Profile



<b>Experience</b>	<p>Appreciation of the Horticultural Industry, Arboriculture or Greenkeeping.</p> <p>Knowledge of the tasks undertaken by operatives and conditions.</p>	<p>Previous employment or an associated hobby, etc.</p>	<p>Application Skills Test Interview</p>
<b>Education, Qualifications Training and Professional Memberships.</b>	<p>Applicants should have achieved or be expecting to achieve:</p> <p>3 SCQF Level 4's or National 4's to include English and Maths.</p> <p>And/or an NC, SVQ1 or an NPA in the relevant environmental trade/subject will be considered as alternative qualifications in line with SCQF Matrix, for more information please refer to <a href="http://www.scqf.org.uk">www.scqf.org.uk</a>.</p> <p>The ability to achieve SVQ level 2 (SCQF Level 5).</p>	<p>National Certificate in Horticulture.</p>	<p>Application Skills test Interview Certificates</p> <p><i>(Please note that Prelim results will be accepted at interview stage but SQA certificates will be required before any offer of full time appointment can be confirmed)</i></p>
<b>Skills, Abilities &amp; Knowledge</b>	<p>Team worker</p> <p>Ability to cope with outdoor working environment</p> <p>Appreciation of safety</p> <p>Ability of follow instructions</p>	<p>Knowledge of equipment and tools</p> <p>Knowledge of materials</p> <p>Interest in outdoor activities</p> <p>Head for heights</p>	<p>Application Skills Test Interview</p>

# Job Profile



Attributes	Essential	Desirable	Assessment
<b>Interpersonal &amp; Communication Skills</b>	Ability to communicate with a range of colleagues or customers.		Application Skills Test Interview
<b>Health &amp; Physical Attributes</b>	Ability to provide a regular and effective service.		Pre-employment health screening
<b>How We Work Matters</b>	<p><a href="#">OD12 How We Work Matters</a> details the behaviours required for successful performance in the role.</p> <ul style="list-style-type: none"> <li>• Working Together</li> <li>• Delivering Results</li> <li>• Taking Ownership</li> <li>• Customer Focus</li> <li>• Embracing Technology and Information</li> </ul>		Application Interview