



Further Particulars

Head Gardener

About the College

University College (known as "Univ" for short) was founded in 1249. It is thought to be the oldest college of the University of Oxford. The College combines an ancient heritage with a forward-thinking and modern approach, blending academic excellence with an atmosphere that is friendly and welcoming.

The College occupies a historic site in central Oxford and is a lively community of around 420 undergraduates and 230 graduates from a wide variety of backgrounds. It offers a rigorous and nuanced education designed to inspire its students to be intellectually bold, to welcome challenge and be open to new ideas and ways of thinking. Alongside the academic underpinning there is a wide range of social and sporting activities on offer, together with strong wellbeing support.

University College is an independent, self-governing institution headed by the Master and led by the Governing Body, which has overall responsibility for all aspects of the running of the College. The Governing body is underpinned by a structure of committees, including the Development Committee concerned with Old Members, Fundraising and events.

The College gardens complement the historic nature of the site and are places intended for the enjoyment of the whole College community. They are places to rest and relax and also for the College to entertain and for students to use.

For more information about the College, please click [here](#).

The Domestic Bursary

The Domestic Bursary is managed and led by the Domestic Bursar. The Domestic Bursar is responsible for the academic working environment of Fellows and students and has overall operational responsibility for the main site, the north Oxford site, the College Boathouse and College sports grounds and gardens.

The Domestic Bursary is responsible for catering, student accommodation, Fellows' and staff space allocation, the maintenance of the College grounds and gardens, College hospitality and events, commercial business (conferences, summer schools and day meetings), the Lodge (reception) and security. The Domestic Bursary is the largest college department and currently employs 86 staff

The Role

All College grounds must be kept to a high standard and look neat and presentable at all times. The Head Gardener's role is to ensure that the gardens are presented to the highest standards for College and student lead events, paying particular attention to the College diary. S/he will instruct and lead a small team of committed gardeners, ensuring a positive and pro-active team culture, and harmonious working relationships with colleagues. The

successful candidate will have a strong interest in gardening for wildlife, sustainability, biodiversity and food production. S/he will have proven skills in ornamental horticulture, with a background which includes training in that area and experience of working in gardens of high professional standards (see the Job Description for more details).

Pay and Benefits

This is a permanent full-time position. The salary offer is on the University Grade 6 scale, from £31,502 to £37,386 per annum (depending on experience).

In line with the responsibilities of the post, flexibility in working hours will be required during busy periods for which time off in lieu will be provided.

The post carries with it generous benefits, including:

<p>Annual Leave 30 days' annual holiday excluding bank holidays*</p>	<p>Free Lunches While on duty and when the kitchens are open</p>	<p>Pension Membership of the USS Pension Scheme</p>
<p>Employee Assistance Programme</p>	<p>Occupational Sick Pay</p>	<p>Bus Pass Purchase Scheme</p>
<p>Private Health Care Insurance with access to spouse/partner and children</p>	<p>Enhanced Maternity Pay</p>	<p>Bicycle Purchase Salary Sacrifice Scheme</p>

*Holiday cannot normally be taken during term time and College Staff may be required work on Bank Holidays falling during term time

The appointment is conditional on the right to work in the UK and satisfactory references.

How to apply

Applicants are asked to submit a CV and a cover letter explaining how their experience, skills and qualifications meet the criteria for the post.

Applications should be sent by email to HR at hr.admin@univ.ox.ac.uk.

The closing date for applications is 12.00pm on **2 June 2023**. Interviews will be held on w/c **12 June 2023**.

The College is an equal opportunities employer. Applicants are asked to complete the confidential and anonymous recruitment monitoring form.