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

The Gardens are in a period of change and have recently secured a Stage 1 NHLF grant towards a £14m capital project. The project aims to restore the historic glasshouses, upgrade site infrastructure and displays and improve the visitor experience for all. If you would like to be part of 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 anyone attending interview (related costs must be supported by receipts) if required.

<table>
<thead>
<tr>
<th>Role Title</th>
<th>Head of Horticulture &amp; Curation (HHC)</th>
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<tr>
<td>Team</td>
<td>Horticulture</td>
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<td>Reports to</td>
<td>CEO</td>
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<tr>
<td>Salary</td>
<td>£45,000 per annum</td>
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<td>Date Issued/Revised</td>
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**Purpose of Role**

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 delivering the 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.

The HHC is responsible for maintaining all plant categories in all the different areas of the Botanical Garden, including the national 3 collections (Bonsai, Cyclamen species and Byblis), all external garden areas and the glasshouses (working closely with the Head Gardener). This work will include designing creative new plantings and displays linked to BBG’s strategic objectives to bring science to the Garden, and to make BBG a top visitor attraction in Birmingham and the UK.

The HHC is directly responsible to the CEO and will line manage the Head Gardener (HG) and lead a team of botanical horticulturists (currently 6), one trainee and 50 volunteers including plant record volunteers).
Leadership

- The HHC will work closely with the CEO to raise the profile of the Botanical Garden nationally and internationally by attending meetings/conferences and through collaboration with other Botanical 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 liaison with and participation in relevant groups and networks.
- The HHC will line manage the Head Gardener and a growing team of botanical horticulturists and apprentices.
- The HHC will performance-manage all reports on an ongoing basis to develop a high performing, collaborative team culture. Including training, and recruitment, induction and appraisals where necessary.
- The HHC will be responsible for 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 maintenance and curation of the plant collections at the Botanic Garden including
  - Managing plant records maintained in the database
  - 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 the CEO/Head Gardener.
- The HHC will work with the CEO, Development Manager, Engagement Manager and Marketing Manager (and design consultants) to deliver accessible 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 gardening budget for the Botanical Garden.
- The HHC will liaise with the Head Gardener and Horticulturists and be ultimately responsible for maintaining accurate and compliant health and safety records for the Botanic Garden collections, including
  - Conducting, reviewing and updating risk assessments and COSHH 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)
- Work in hot or cold environments
- Driving on BBG business
- Regular manual handling
- Work with hazardous substances, regulated by COSHH

**PERSON SPECIFICATION**

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<th>Area</th>
<th>Essential</th>
<th>Desirable</th>
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<td><strong>Knowledge</strong></td>
<td>• Extensive experience in effective leadership and management of a team of horticultural staff</td>
<td>• An understanding of the not-for-profit sector, preferably showcasing a knowledge and interest in the broader botanical heritage and cultural sectors</td>
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<td>• Understanding of the strategic needs of a garden/organisation, and the importance of performance management</td>
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<td>• Knowledge of modern systems of plant classification</td>
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<td>• Knowledge and experience of Health and Safety</td>
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<td>• Comprehensive knowledge of the diversity of the Plant Kingdom</td>
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<td><strong>Experience</strong></td>
<td>• Substantial experience of working in a collections-based garden</td>
<td>• The ability to explain horticultural procedures to trainees and volunteers with diverse backgrounds</td>
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<td>• Experience of designing and developing features for public gardens</td>
<td>• Experience of Plant conservation programmes and research</td>
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<td>• Experience in managing National Collections</td>
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<td>• Plant Records/Garden Mapping experience</td>
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<td>• Computer literate with experience of MS Office software, and able to use databases accurate</td>
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<td><strong>Qualifications</strong></td>
<td>• Botanic Garden Diploma, ND, HND or B.Sc. in horticulture or a subject relevant to the plant collections of BBG</td>
<td>• The ability to explain horticultural procedures to trainees and volunteers with diverse backgrounds</td>
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<td>• Certification in the safe use of pesticides</td>
<td>• Experience of Plant conservation programmes and research</td>
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<td>• Valid and full UK driving licence</td>
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### Skills
- Experience of practical plant conservation projects
- Experience of producing written resources (e.g., interpretation material, articles for magazines)
- Experience of delivering horticultural or botanical courses for adults
- Experience of working with children, including disadvantaged groups
- Experience of writing fundraising requests
- A horticultural or botanical specialism would be an advantage (see the current BBG National Collections and Alpine Garden)

### 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 and HG 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 in, for example,
  - working from height
  - inspection of equipment and machinery
  - storage and application of herbicides/pesticides
  - and correct use of PPE
- The HHC will contribute to development plans for improvements to infrastructure, facilities and services at the Botanical Gardens. This will involve consulting and liaising with staff, external organisations and contractors during planning and implementation.
- The HHC will deliver elements of the BBG Public Education Programme, such as guided tours for adults and students, talks/lectures, and run occasional practical courses on horticulture and garden design.
- The HHC will lead and deliver elements of internal BBG’s traineeship in horticulture, subject to development plans.
• The HHC will work with the Friends of BBG to deliver Friends-related activities, as appropriate.
• The HHC will assist the Engagement and Education Managers in the use of the Garden for teaching and research and assist them in the development of research projects linked to the Botanical 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 will be aware of all BBG policies and procedures and ensure that these are adhered to by themselves and their team.
• The HHC will work with staff to ensure that the BBG Library is a suitable resource for internal and external use.
• The HHC role is part of the Duty Management Team reporting to CEO and will be on the Botanic Garden DM rota.
• 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.