

Position: Plant Collections Manager of the Gibraltar Botanic Gardens (**GBG**)

Reports to: Upper Management

Responsible for: Plant Propagator

Main Purpose

The purpose of this role is to assist upper management in maintaining, developing and improving GBG as a botanic garden of a high international standing. The Plant Collections Manager will do so by managing the development and maintenance of the living plant collections throughout GBG, in accordance with the GBG Living Collections Policy, including propagation and plant health, and managing the GBG plant nursery. The role is expected to work collegially with other GBG staff and closely with the GBG Garden Manager. Much of GBG's work focuses on Mediterranean plants and especially succulents.

Responsibilities

The Plant Collections Manager's duties are:

Main Duties

- Plan and oversee all operations in the GBG nursery daily, including management of the Plant Propagator, liaising with the Garden Manager and other personnel, and report to upper management as and when required.
- Promote the use of GBG's plant collection for research and education, including collaboration with other botanic gardens, external professionals and researchers.
- Ensure the annual plan and calendar for propagation of plants at GBG is delivered in accordance with GBG's strategic requirements and Living Collections Policy.
- Manage the setting and delivery of an annual plant production list, to include plants of conservation concern.
- Lead in accessioning and deaccessioning of specimens for GBG, including planning the acquisition of plants from external sources where necessary.
- Conduct regular meetings with the Propagator and Garden Manager to monitor delivery.
- Conduct regular assessments of plant collections, ensuring accuracy and compliance with professional standards.
- Ensure properly ordered, up to date records are kept of all living plant material at GBG, and update the GBG plants database regularly, using the latest accepted taxonomy and nomenclature.
- Be responsible for the management, care, proper use and cataloguing of tools and equipment in the GBG nursery.
- Deliver monthly progress reports to upper management as part of regular delivery meetings.
- Carry out annual staff performance appraisal and target-setting for the Plant Propagator.
- Ensure that all works being carried out in areas under his/her responsibility adhere to best practice with regard to Health & Safety, the environment and sustainability, as directed by the WGL Health & Safety Officer and upper management.

Supplementary Duties

- Work with upper management to develop a garden master plan and in planning works in GBG as and when required.

- Assist the Plant Propagator in physical plant propagation work.
- Conduct or coordinate controlled pollination where necessary.
- Develop and maintain a seed bank, with an emphasis on collecting and preserving seeds of key native species and any others as may be required by upper management.
- Identify pests & diseases affecting plants in GBG, plan and help execute their treatment, utilizing Integrated Pest Management (IPM) approaches.
- Work with the GBG Education Officer, contribute towards educational programmes and interpretative material for visitors.
- Produce or assist in producing soft landscaping plans in GBG as and when requested by upper management.
- Attend meetings as and when required by upper management.
- Assist in matters relating to staff recruitment, the interview process and employee inductions as deemed relevant by upper management.
- Implement procedures and processes as requested by upper management.
- Report any possible disciplinary issues in the GBG nursery to upper management.
- With the Garden Manager, co-ordinate the management of irrigation and general works in the nursery area, including those carried out by external contractors, and report to upper management on these matters.

The Plant Collections Manager is required to carry out any lawful instruction issued by the Director that is appropriate to his/her post.

Title & Scope

- The title of the position is 'Plant Collections Manager' of GBG, as stipulated in Wildlife (Gibraltar) Ltd's ('WGL') agreement with the Government of Gibraltar regarding the management of the Alameda Gardens.
- WGL also acts as consultant in landscaping, tree and ecological matters outside the Gardens and the Plant Collections Manager may occasionally be called upon to assist in contractual work as and when necessary.
- The Plant Collections Manager is an employee of WGL.
- The Plant Collections Manager is answerable to and receives instructions from upper management, to whom it is the Plant Collections Manager's duty to report on all matters concerning WGL's contractual obligations.

Training

The Plant Collections Manager must:

- Take part in and, when necessary, take a lead in instructing and training staff and others, or coordinate instruction and training, as determined by upper management.
- Attend any course, conference or seminar that the Director feels is useful for the Plant Collections Manager's professional development.

Salary & Conditions

- The annual salary for Plant Collections Manager is £32,194.
- The role is 37 hours per week, usually 8am to 3.30pm Monday to Thursday and 8am to 3pm Friday.

- Overtime work may be carried out as previously approved by upper management.
- Leave and sick leave apply as per Company Policy.
- Following the interview and selection process, the successful candidate shall be subject to a one-year trial period.
- Following successful completion of the trial period, the position of Plant Collections Manager will be held for as long as WGL is contracted to manage the Alameda Gardens, or until the successful applicant reaches retirement age, whichever is the earlier, or the Plant Collections Manager falls foul of the requirements pertaining to his/her position.
- The Plant Collections Manager may terminate his/her employment by resignation. The Plant Collections Manager shall give the Director at least one month's notice prior to resignation.
- The age of retirement for the Plant Collections Manager shall be 65.
- All disciplinary rules at WGL apply equally to the Plant Collections Manager.

Person Specification

- Knowledgeable on the philosophy, workings and requirements of a Botanic Garden and sympathetic to its development as an institution for research and learning.
- Horticultural qualification and previous experience in supervising operations at a Botanic Garden.
- All-round physical skills regarding horticulture, landscaping and technical works.
- Experience in propagating plants and managing a nursery.
- Experience in maintaining and enhancing documented scientific collections of plants.
- Strong knowledge in plant identification, classification and conservation, with knowledge in succulent plants desirable.
- Experience preparing soft landscaping plans.
- Willing to carry out physical horticultural work on a regular basis.
- Effective leadership qualities, good communication skills and be motivated and dynamic, inspiring staff with a strong work ethic.
- PA1 and PA6 qualified for safe use of pesticides.
- Able to work with flexibility, responding effectively to new situations as they arise.
- Experience with computers and be familiar with Microsoft Word, Microsoft Excel and databasing software.
- Have and retain a valid B class driving license.

How to apply

Applicants should email a cover letter and CV to info@wildlife.gi. The closing date for applications is 4th March 2024.