



Job Description

Head Gardener

The purpose of the role is to ensure that Summerset village gardens and grounds are maintained and presented to a high standard, while providing day-to-day guidance, coordinator and support to the gardening team.

Business Unit: Operations
Reports To: Property Manager

Department/Team: Village
Delegated Authority: No

Direct Reports: No

Our Culture, Our Values, and Our Shared Promise

At Summerset, it's the passion and dedication of our people that bring our villages to life. Across all our roles, we work together as one team to create the best possible life for our residents. Our vibrant culture is grounded in our values and shaped by what our people have told us they value most about working here.

Our values: One Team + Strive to be the best + Strong enough to care = **Bringing the best of life.**
B.I.L.G promises you can expect to receive in return for your hard work and commitment to Summerset:

BELONG You will belong to a supportive team dedicated to creating vibrant villages & communities.

IMPACT You will make a meaningful difference in the lives of our residents, giving them a fulfilling & comfortable future.

INCLUSION You will be valued for your unique skills, talents & background.

GROWTH You will join a leader in a growing industry. As we grow, you can grow with us.

Leadership Capabilities

Whether you're leading yourself, leading a team, or leading the organisation, the Summerset Leadership Framework describes the behaviours that make us a high-performing and thriving organisation.

LEADING INCLUSION We lead with respect and kindness, support each other through challenges, and foster inclusive, trusting environments.

LEADING GROWTH We seek feedback to grow, own our career journeys, and embrace change as a catalyst for learning and improvement.

LEADING IMPACT We work with purpose, plan and collaborate to deliver, and continuously seek better ways to innovate and improve.

LEADING FOR SAFETY We strive to lead safe people, safe places and safe systems, to protect our people and contractors, our residents, and our visitors from harm.

Contributions and Key Responsibilities

These are the key activities you'll be responsible for in this role.

Garden maintenance

- Ensure well maintained, beautiful gardens and landscapes in line with the Gardening and Landscaping Plan and Specifications for the village
- Manage plants, gardens and lawns including rooftop spaces and compact courtyards to the best horticultural practice standards

Maintenance of buildings

- Ensure the buildings, grounds and amenities are kept clean and tidy for customers, families and staff to enjoy, facilitating removal of rubbish in line with local authority requirements.

Customer service

- Maintain a professional, friendly and welcoming appearance and manner for all customers, families and other visitors

Team Leader

- Provide day-to-day guidance and oversight for garden staff and contractors to ensure smooth operations.
- Lead the team by delegating tasks effectively and maintaining high standards of horticultural care.
- Coach, train, and mentor staff in best practices for plant care and garden maintenance.

Residents Gardens

- Monitor and maintain accurate records of all gardens that residents are entitled to as a part of their home, maintaining them where agreed between the customer and the Village, or operating alternative arrangements (e.g. returning garden to lawn) where the customer no longer wishes their garden to be maintained.

Planning, finances and asset management

- Work with the Property Manager and Village Manager to plan, monitor, manage and report on work plans and budgets, ensuring appropriate financial processes are followed
- Assist the Property Manager with scheduling and managing gardening workplans to ensure coverage and efficiency across the village
- Support Property manager with seasonal and long-term planning to maintain and evolve the village's green spaces
- Support the maintenance of irrigation systems, tools and garden infrastructure to the best practice standards.

Summerset brand

- Contribute to the culture and work of the village (including the Care Centre) and wider Summerset, but proactively, positively, and collaboratively working with others
- Maintain and apply a good working knowledge of the appropriate legislation for the role e.g. Retirement Villages Code of Practice, Resource Management Act, Health and Safety in Employment Act

Experience, Attributes and Qualifications

- National Certificate in Horticulture (Amenity) Level 4 or above
- Current Growsafe (Standard) certificate or willing to obtain
- Gardening experience, post qualification
- Demonstrated ability to physically deliver the range of gardening and landscaping work
- Excellent interpersonal skills
- Inclusive, participate and engaging work style
- Ability to identify and resolve issues
- High level of integrity, energy and drive
- Self-starter with initiative
- Excellent time management

This job description provides an overview of the responsibilities and outcomes of the role. You may be required to perform job related tasks other than those specified.

