**Job Title:** Horticultural Specialist  
**Department / Unit:** Biological Sciences  
**Job type**  
Technical  
**Grade:** RHUL 6  
**Accountable to:** Technical Operations Manager (TOM)  
**Accountable for:** Horticultural assistant (in future)

**Purpose of the Post**  
To cultivate and supply high-quality plant material for research and teaching, including transgenic plants both in glasshouses and plant growth rooms.  
To manage and maintain in a safe condition the glasshouses, polytunnel and provide advice on other growing facilities across the Department of Biological Sciences.

**Key Tasks**
- Consult with academic staff regarding selection, and provision of plant materials  
- Provide crossed plant materials, harvesting material and collecting seeds  
- Instruction of staff and students on horticultural matters, including appropriate treatments, and waste disposal  
- Keep accurate records of space and usage for monthly billing of users; ordering of consumables as required through purchasing.  
- Conduct CoSHH and risk assessments following College guidelines  
- Supervise and coordinate the rota and training for weekend and holiday cover  
- Collection and delivery of compost and other materials between growing sites using the departmental vehicle  
- Carry out cleaning, fertilising and pest control procedures  
- Watering, sowing and potting on and general care of plants  
- Manual handling of plants materials, pots and equipment  
- Preparation of compost mixes  
- Collection of waste materials and their subsequent disposal  
- Follow department and research procedures and protocols

Induction, instruction, training and guidance of new users to the facilities.  
Accessing and utilising the Building Management System to alter environmental parameters, check systems function - liaising with Estates or the TOM where necessary.  
Recognising pest or disease in plant materials and treating these accordingly within experimental parameters.

**Other Duties**
The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager. The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

**Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with:
- Glasshouse users: including academic, research and technical staff within the department.
- Estates contractors internal and external in order to progress maintenance issues as they arise.