



The Royal Botanic Garden Edinburgh

1. The Royal Botanic Garden Edinburgh was founded in 1670 on a site close to the Holyrood Palace. As Scotland's National Botanic Garden it now comprises four separate gardens:
 - Inverleith, Edinburgh (32 hectares)
 - Benmore Botanic Garden, Benmore (49 hectares)
 - Logan Botanic Garden, Stranraer (11 hectares)
 - Dawyck Botanic Garden, Peebles (25 hectares)
2. These Gardens contain the extraordinarily rich living collections, numbering more than 21,000 taxa many of them endangered in the wild.
3. The Garden is primarily funded through Grant in Aid from the Scottish Government: Rural Affairs Department. The Grant in Aid for 2006 - 2007 is circa £10.5 million and the Garden makes strenuous efforts to attract additional income over and above this sum. It has a commercial arm, the Botanics Trading Company and a Foundation.
4. The Board of Trustees, established by the National Heritage (Scotland) Act 1985 is empowered:
 - Carry out investigation and research into the science of plants and related subjects, and disseminate the results of the investigation and research
 - Maintain and develop collections of living plants and preserved plant materials, books, archives and other related objects
 - Keep the collections as national reference collections, and secure that they are available to persons for the purposes of study
 - Provide information and education, in any manner which seems appropriate, in relation to any aspect of the science of plants or any related subject
 - Provide other services (including quarantine) in relation to plants to afford members of the public opportunities to enter any land occupied or managed by the Board for the purpose of gaining knowledge and enjoyment from the Board's collections

Notice Period and Current Salary

5. You should confirm the notice period, if appropriate, with your current employer and your current salary and/or salary expectation for this position when applying for the vacancy.
6. Current serving employees should refer to paragraphs 26 and 27 of the Garden's Recruitment, Selection and Promotion policy for information on starting salaries (see paragraph 3.17 of the Staff Handbook).

Hours

7. Full-time staff will normally work a 5 day week of 42 hours including meal breaks. This will be pro-rated accordingly for part-time vacancies. Alternatively, there may be the opportunity to participate in the Flexible Working Hours Scheme. Your actual normal hours of attendance will be outlined in your letter of appointment.

Leave

8. There is an annual leave allowance of 25 days which will increase to 30 days after 5 years continuous service. In addition, you will receive 11.5 days Public and Privilege holidays taken at fixed times of the year. Both annual leave and public and privilege holidays will be pro-rated for part-time staff. This will also be pro-rated for your period of appointment. The annual leave year runs from 1 April to 31 March.

Pension

9. The appointment is pensionable from the outset. Providing you are eligible, you will be able to choose between the following two pensions arrangements:
 - An occupational pension scheme with a 3.5% member contribution rate; or
 - A partnership pension account which is a stakeholder pension with an employer contribution based on your age. You do not have to contribute, but if you do, your employer will also match your contributions up to 3% of pensionable pay.
10. It is not compulsory to join the Civil Service Pension arrangements. You may opt out and be covered instead by a personal pension or the State Second Pension Scheme (SP2).

Security

11. RBGE requires security checks on all successful candidates under the terms of the Part V Police Act 1997, a system which discloses criminal history. Successful candidates are required to produce a Basic, Standard or Enhanced Disclosure certificate prior to taking up employment depending on the type of role being undertaken (further information is available from www.disclosurescotland.co.uk). Candidates are normally required to have a minimum period of residence in the United Kingdom before they can be considered for security clearance. The period of residence required differs according to the level of clearance.

Outside Activities

12. Employees of the RBGE may not take part in any activity which would in any way impair their usefulness to the RBGE, engage in any occupation which may conflict with the interests of the RBGE or be inconsistent with your official position. Subject to these conditions, work of a minor or short-term nature (for example, vacation work or work after hours) is normally allowed, provided you seek the Board of Trustees prior permission.

13. You will also be subject to certain restrictions, on national and local political activities. These include standing as a candidate in parliamentary or local authority elections, or canvassing on behalf of candidates; holding office in party political organisations, and expressing views on matters of political controversy in public speeches or publications. Further information may be obtained from the HR Department.

Selection Procedure

14. Candidates should complete and return an application form, or if specified, a CV and Covering Letter. Referees should have first-hand knowledge of your qualifications and experience and be able to report on your achievements and present or recent employment. We may ask your referees and any previous employer for reports on your experience and suitability for appointment. These reports will be treated in strict confidence. Please indicate on your application form whether it would be possible to collect references in advance of any interview.
15. Candidates who appear to have the best qualifications and experience from the information available will be invited to interview. It is therefore essential that your application gives a full but concise description of the nature, extent and level of the responsibilities you have held. Applicants should indicate whether they are eligible to work in the UK. Applicants who do not fall into this category will be considered, but their eventual appointment may depend upon their ability to secure a work permit for the UK.
16. Selection will normally be by interview at the RBGE.
17. The successful candidates will be expected to take up post as soon as possible after the interview, unless agreed otherwise.