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| <b>Job title</b>          | Landscape & Grounds Operations Manager (Sports & Sutton Bonington Campus) | <b>Job family and level</b> | Administrative, Professional and Managerial Level 4 |
| <b>School/ Department</b> | Estate Office – Sustainability  | <b>Location</b>             | All UK campuses                                     |

## Purpose of role

Manage Sports Grounds Maintenance and direct staff and contractors responsible for external sports facility development and maintenance on UK Campuses including University Park, Jubilee Campus, King's Meadow Campus and Sutton Bonington Campus.

|   | <b>Main responsibilities</b><br>(Primary accountabilities and responsibilities expected to fulfil the role)  | <b>% time per year</b> |
|---|--|------------------------|
| 1 | <ul style="list-style-type: none"><li>▪ Instruction and management of Service Garage Supervisor, Sports Grounds Team and one Horticultural Maintenance Team (14 staff in total) in order to ensure the service is delivered effectively. This involves advising on and supporting a broad range of grounds maintenance sports matters. Monitor performance, timekeeping and deployment of staff and assisting Grounds Manager with interviewing, selection and recruitment of new staff.</li><li>▪ Ensure work of team is carried out to the required standard, taking necessary follow-up measures as required. Deal with disciplinary matters as necessary.</li><li>▪ Undertake staff activity/Personal Development Performance Reviews. Ensure new and existing staff are appropriately trained for the tasks to which they are directed and develop training programmes to achieve range of skills required by the section. Maintain Grounds Section training plan and records for staff within area of responsibility.</li><li>▪ Identify and make recommendations for improvements to the service.</li></ul> | 35%                    |
| 2 | <ul style="list-style-type: none"><li>▪ Develop and implement external sports facility maintenance work schedules. Allocation and monitoring of all external sports facility maintenance works in progress to ensure tasks are completed to a satisfactory standard and comply with sport's governing body requirements.</li><li>▪ Produce work-study analysis of new and existing University sports grounds to determine levels of staffing, machinery and materials required.</li><li>▪ Analyse and interpret data and provide specialist advice to solve problems, deal with enquiries and identify gaps in provisions and make recommendations about future requirements.</li></ul>  | 35%                    |

|   | <b>Main responsibilities</b><br>(Primary accountabilities and responsibilities expected to fulfil the role)   | <b>% time per year</b> |
|---|---|------------------------|
| 3 | <ul style="list-style-type: none"> <li>▪ Custody and deployment of all Sports Grounds Section machinery. Determine machinery maintenance routines and priorities with Grounds Maintenance Manager (Arboriculture and Landscape) and Service Garage Supervisor including safety inspections. Develop and maintain in consultation with Grounds Manager, Grounds Maintenance Manager (Arboriculture and Landscape) and Service Garage Supervisor machinery replacement program for all grounds, sports grounds and arboricultural machinery.</li> <li>▪ Management of lease vehicle and machinery fleet including writing of specifications and reports.</li> <li>▪ Produce sports management, maintenance and new works specifications and ensure contractor and DLO compliance.</li> <li>▪ Liaise with Estate Office, Halls of Residence, other University departments, University tenants, external agencies and contractors to determine, sports grounds maintenance and landscape renovation requirements, preparations for special events, i.e. Graduation, conferences, sporting events, etc.</li> <li>▪ Ensure works covered by special legislation i.e. compliance with CRow Act, Wildlife and Countryside Act, etc. are undertaken in accordance with the appropriate legislation.</li> </ul> | 17%                    |
| 4 | <ul style="list-style-type: none"> <li>▪ Interpret health and safety Legislation, develop and implement procedures to ensure that health and safety requirements are adhered to in respect of staff, structures, material storage and equipment serviceability and usage. Produce and update Risk Assessments and Method Statements for all tasks undertaken within areas of responsibility. Produce and update COSHH assessments of materials used within areas of responsibility. Ensure reporting of accidents and 'near misses' and undertake investigations as necessary. Represent Sports Grounds Section on Estate Office Safety Committee as necessary.</li> <li>▪ Maintain safety inspection database of all lifting and lowering equipment including loaders and forklifts and Service Garage Vehicle Platform. Ensure six monthly insurance inspections are undertaken.</li> </ul>   | 4%                     |
| 5 | <ul style="list-style-type: none"> <li>▪ Assist Grounds Manager with budget management within area of responsibility.</li> <li>▪ Obtain quotes and place orders for materials, machinery, equipment and services as necessary. Issue protective clothing and general supplies to staff.</li> </ul>  | 5%                     |
| 6 | <ul style="list-style-type: none"> <li>▪ Deputise for other Grounds Managers as necessary within areas of assigned responsibility.</li> <li>▪ Provide and participate in provision of on-call emergency service for all aspects of work managed by Grounds Section.</li> <li>▪ Be available to attend and manage grounds/sports grounds events outside of normal working hours including weekend working.</li> </ul>  | 3%                     |

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|   | <b>Main responsibilities</b><br>(PPrimary accountabilities and responsibilities expected to fulfil the role)  | <b>% time<br/>per year</b> |
|   | <ul style="list-style-type: none"> <li>Other duties appropriate to the grade of the role.</li> </ul>  |                            |
| 7 | Undertake and maintain and develop CPD requirements providing and reflecting current changes and new thinking/policy both professionally and in practice. | 1%                         |
| 8 | Any other duties appropriate to the grade and role of the person appointed.   |                            |

## Person specification

|                                 | Essential   | Desirable  |
|---------------------------------|---|--|
| <b>Skills</b>                   | <ul style="list-style-type: none"> <li>▪ Excellent written and oral communication skills</li> <li>▪ Ability to write reports and interpret numerical data</li> <li>▪ Extensive IT skills in particular use of Microsoft Office software</li> <li>▪ Comprehensive knowledge of sports turf maintenance and management techniques for both natural and artificial surfaces</li> <li>▪ Comprehensive knowledge of sports and landscape maintenance machinery</li> <li>▪ Must have a good understanding of health and safety legislation and in particular LOLER and PUWER and RIDDOR regulations</li> <li>▪ Preparation and writing of service reports and management plans</li> <li>▪ Proven planning and organisational skills</li> <li>▪ Proven analytical and problem-solving capability</li> <li>▪ Proven coaching and motivating skills</li> <li>▪ Excellent interpersonal skills</li> <li>▪ NPTC PA1 and PA6A Pesticides Certificates</li> <li>▪ Actively seeks to develop self</li> <li>▪ Adaptable</li> <li>▪ Excellent attention to detail</li> <li>▪ Concentrates attention and activity on customer</li> <li>▪ Effective communicator</li> <li>▪ Seeks explanations and solutions</li> </ul> | <ul style="list-style-type: none"> <li>▪ Knowledge of environmental legislation, i.e. tree preservation orders, conservation areas, and wildlife protection</li> <li>▪ Ability to use AutoCAD software</li> <li>▪ NPTC MO1 and MO1A Tractor Driving Certification</li> <li>▪ NEBOSH Certification</li> </ul> |
| <b>Knowledge and experience</b> | <ul style="list-style-type: none"> <li>▪ Extensive prior experience of managing sports facility maintenance works including risk</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Experience of working horticultural landscape maintenance</li> </ul>  |

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|   | <p>assessments and method statements</p> <ul style="list-style-type: none"> <li>▪ Experience in preparation of external sports facility management and development plans</li> <li>▪ Extensive experience of working in a practical sports turf maintenance role(s)</li> <li>▪ Extensive experience of practical health and safety management</li> <li>▪ Experience in dealing with external agencies including National Grid, Highways Agency, etc.</li> <li>▪ Prior experience of budget management</li> <li>▪ Experience of managing a team</li> </ul> |   |
| <p><b>Qualifications, certification and training (relevant to role)</b></p> | <ul style="list-style-type: none"> <li>▪ A qualified member of an appropriate professional body or relevant degree or proven track record of extensive relevant work experience</li> <li>▪ A minimum level 3 BTEC Certificate or GMA Advanced National Certificate in Sports and Amenity Turf Management or equivalent qualification in sports turf maintenance and management</li> <li>▪ Full, current driving licence</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Level 4 NVQ qualification in Sports Turf maintenance and management</li> <li>▪ Level 2 or 3 Horticultural Qualification</li> </ul> |



The University strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women's careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.

## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

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| <b>Valuing people</b>     | Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.   |
| <b>Taking ownership</b>   | Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.  |
| <b>Forward thinking</b>   | Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.  |
| <b>Professional pride</b> | Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.   |
| <b>Always inclusive</b>   | Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections. |

## Key relationships with others

