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| Job title | Gardener/Grounds Worker | Job family and level | O&F Level 2 |
| School/ Department | Estates Office Grounds Section | Location | Any university site |

Purpose of role

To provide specialist and seasonal horticultural maintenance of all university green spaces, gardens and sports grounds to ensure the spaces are accessible, safe, clean and aesthetically acceptable to enhance the experience of all users (students, staff and visitors).

| | Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role) | % time per year |
|---|---|------------------------|
| 1 | <p>Operations</p> <ul style="list-style-type: none"> ▪ Undertake a variety of grounds maintenance duties to a high standard and in line with safety protocols and policy and procedures risk assessments including soil cultivation, site preparation of grounds borders, trimming of hedges and shrubs, pruning, turfing, grass seed sowing, weeding, mowing, and edging lawns, raking lawn areas, planting of trees, shrubs and bedding plants. Spring and summer – watering/irrigation of plants and trees, and sweeping to maintain university grounds to an aesthetically acceptable appearance. ▪ Work independently and with minimal supervision to a planned and structured seasonal planting schedule; specifically trees, shrubs and bedding plants. This requires specialist knowledge, understanding and taking accountability of what needs to be planted and when and requires skilled interpretation of plans to ensure correct spacing when planting to enable growth and visibly enhance the bedding spaces. ▪ Manage day-to-day work when undertaking pruning and grass cutting activities throughout the year. Use own initiative to consider various weather conditions and identify when it would/would not be suitable to use weed killing sprays. ▪ Detailed knowledge, understanding and monitoring of pH levels in soil quality across all campuses to ensure agreed planting schedules can be adhered to and use own initiative when considering the use of fertilisers. ▪ Work in collaboration with Sport and be accountable for marking out seasonal sport pitches across all university sites. This will involve interpreting plans and drawings, understanding dimensions and operating the correct machinery. ▪ Safe operation and adjustment of tractors, pedestrian and ride-on mowers including use of rear mounted and powered equipment to ensure correct performance in the field. Driving off-road vehicles used for grounds maintenance operations and visits to out-stations with trailers as required. | 70% |

| | Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role) | % time per year |
|---|--|------------------------|
| | <ul style="list-style-type: none"> ▪ Safe operation and adjustment of specialist machinery including rotovators, turf cutters, spikers, scarifiers, strimmer's, hedge cutters and other pedestrian horticultural and sports ground machinery to ensure correct performance in the field. ▪ Support with winter gritting of all university campuses, i.e. salt footpaths and roads. ▪ Undertake litter picking duties in the absence of the external cleaners. ▪ Occasional use of a boat to undertake lake work (e.g. overhanging tree branches, weeds and material clearances). | |
| 2 | Department support <ul style="list-style-type: none"> ▪ Undertake work at major university events including Graduation ceremonies, sporting tournaments and conferences. General duties at events will include car parking, arrangement of floral displays, erection of temporary fences and the placement of bins. These duties will involve direct interaction with staff, students and visitors. ▪ Supervise external cleaners and temporary workers at major university events. Supervisory duties include the allocation and scheduling of work, prioritising tasks, managing individual welfare needs and working to tight deadlines in line with the event schedule. ▪ Be flexible to support various teams where needed in the event of emergency works, across all campuses and areas. ▪ Relay customer feedback and comments to the senior management team to identify options for on-going and continuous improvement across the estate. | 10% |
| 3 | Health and safety <ul style="list-style-type: none"> ▪ Ensure all works undertaken by self are completed in accordance with risk assessments for role/task, safety legislation and Estate & Facilities department safety policies. ▪ To adhere to health and safety regulations, and comply with university and external, standards, policies, procedures and codes of practice. May be required to assist with the training of less experienced staff as required. | 10% |
| 4 | Other <ul style="list-style-type: none"> ▪ Be pro-active with problems such as vandalism in team areas of responsibility and initiate clear ups or work requests for minor repairs as necessary. ▪ Undertake the cleaning and security of grounds buildings, work and storage areas and equipment and stock. To complete relevant paperwork including gritting and timesheets, vehicle log sheets and job tickets as required. To report damage, vandalism, vehicle and machinery defects and operational problems as required. ▪ Advise and support less experienced staff members that may be required to assist works, within the limit their expertise and qualifications. To include apprentices. ▪ Update relevant training (e.g. LANTRA) every three to five years. ▪ Any other duties appropriate to the grade and role of the person appointed. | 10% |

Person specification

| | Essential | Desirable |
|---------------------------------|--|---|
| Skills | <ul style="list-style-type: none"> ▪ Understanding of and ability to implement a wide range of techniques used in amenity horticultural Grounds Maintenance works. ▪ Plan and prioritise own work activities and use own initiative to carry out day to day duties. ▪ Ability to maintain and operate machinery associated with Grounds Maintenance works including rotovators, mowers, hedge cutters, strimmers in an effective and safe manner. ▪ Be able to maintain and drive a wide range of tractors both agricultural and compact on the flat and on sloping grounds including ride-on mowers. Tractors can be up to 10 tonnes with fully laden trailer and tractor. ▪ Ability to maintain and drive a wide range of vans, utility vehicles, etc. up to 3.5 tonnes including the towing of trailers within licence restrictions. ▪ Be competent in the maintenance and use of tractor loaders, tractor three-point mounted equipment, tractor trailers and PTO powered equipment. ▪ Be able to drive tractors safely during snow falls and slippery road surfaces. ▪ Good communication skills to relate information to managers, respond to student queries or from other university personnel and staff, especially when training staff in new horticultural or machinery skills. | <ul style="list-style-type: none"> ▪ Ladder training. ▪ Lifting and handling training. |
| Knowledge and experience | <ul style="list-style-type: none"> ▪ Able to work unsupervised, applying experience/qualifications to find solutions in completing assigned work to the highest quality on a day-to-day basis. ▪ Applying experience to identify and proactively undertake/highlight additional required work. | <ul style="list-style-type: none"> ▪ Experience of supervising less experienced staff or volunteers. ▪ Understanding and knowledge of grounds maintenance operations in relation to current environmental legislation, i.e. CRoW Act. |

| | Essential | Desirable |
|--|--|--|
| | <ul style="list-style-type: none"> ▪ Training or supervising less experienced members of staff as required. ▪ Clear understanding and application of safety practices in relation to all Grounds Maintenance works including Risk Assessments and Method Statements. ▪ Challenging unsafe practice and ensuring any staff being supervised adhere to all relevant safety practices. ▪ Able to identify plant species using Latin and common names to ensure correct maintenance and pruning techniques are applied. ▪ Understand planting and maintenance techniques of trees and shrubs and be able to apply them. | |
| Qualifications, certification and training (relevant to role) | <ul style="list-style-type: none"> ▪ Full, current driving licence. ▪ NVQ2 or similar in Amenity Horticulture or considerable work experience in a relevant role. | <ul style="list-style-type: none"> ▪ To have or work towards a NVQ Level 3 in Amenity Horticulture (Amenity or Landscaping). ▪ NPTC PA1 & PA6 Pesticides Application Certificates. |



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:

- Valuing people** Is friendly, engaging, and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as H&S, EDI and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

