



Job title	Team Leader	Job family and level	O&F Level 3
School/ Department	Estates Office Grounds Section	Location	All university sites

Purpose of role

To assist with the day-to-day delivery of grounds and landscape maintenance of all university campuses to Supervisor Teams in the provision of high-quality landscape and sports facilities including responding to high profile events ensuring that standards are met and maintained throughout the university grounds and landscape areas.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Staff management - To support the Grounds Maintenance Manager in motivating and leading the localised team of staff, promoting, and embedding a culture of excellence, assisting in the creation and development of staff training programs, directing work programs, and ensuring efficient and effective service at all University Campus When required to support other areas of Landscape & Grounds at Sutton Bonnington Jubilee KMC & Highfields/Riverside. - Support with the creation and lead on the delivery of the Grounds & Landscape Team teamwork programme, including undertaking application of pesticides to control weeds, fungal and insect pests; shrub, rose, tree plantings; hard landscapes; maintenance and improvement of turf and artificial pitches and sports ground areas; delivery of events; planning for control and disposal of waste. - Delivery of staff induction and refresher training relating to specialist grounds equipment and machinery. - To assist with the monitoring of staffing levels, planning, and preparing shift rotes as required. - Ensure levels of sickness and absence, are recorded, addressing issues arising in accordance with university policy, liaising with the Landscape Grounds Manager, dealing with short term absences within the area of responsibility - Deal with disciplinary issues reporting any serious breaches to Line Manager or Human Resources - To carry out annual ADC conversations with staff within the area of responsibility and support staff with their training needs	25%
2	Services Delivery and Development Support the Operations Manager and Grounds Team with annual planning maintenance of all campus grounds.	25%

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
	- Ensure the effective delivery of the University Grounds & Landscape Programme to the required standard. - Planning and planting of grounds and landscape areas on an annual basis carry out replanting of current landscape areas. - The safe operation of all required plant and machinery, including tractors and associated equipment; grounds and road vehicles - Ensure you can operate all relevant IT systems including any new systems that may be introduced	
3	Operations - To meet on weekly basis with the operational Grounds Manager for your area to enable discussions and a walk round of areas to take place to support planned work and any other matters. - Organize and oversee Winter clearance of snow and ice, gritting of paths and roads as required using tractor mounted equipment trailed or mounted gritters. - To be available for if needed emergency call out on a rotational basis. - Monitor the conditions of all university grounds areas on campus proactively reporting damage, breakages and or breakdowns and actioning repairs through appropriate channels in a timely and prompt manner. - To support when required at University Open Days, Graduations, Friends Groups, and other events associated to university Grounds operations. - Ensure safe and compliant storage and use of all plant equipment and machinery, including fuel, specialised chemicals and materials. - To complete and return accurate records relating to applications of all chemicals to areas when applying winter grit to footpaths and roads. - To assist the Grounds Maintenance Manager with the programme of regular planned and preventative maintenance of all plant and Grounds machinery. Support renewal and replacement of equipment. - In liaison with the Assistant Grounds Manager or Managers ensure staff are suitable equipped with PPE and ensure job tickets are completed - Ensure Health and Safety standards are maintained including ordering and supplying PPE to staff, record keeping and fault reporting of machinery and equipment	25%
4	Department support - To assist with the monitoring of all landscape and Grounds areas in support of the wider departmental resource planning of Grounds projects and replanting of winter summer bedding. - To be present for departmental and university wide events, for example, Fresher's Fair, Open Days, and the alumni sports weekend, offering support and guidance and assisting delivery where required. - To deputise for the Grounds Maintenance Manager when required. - Support winter gritting operations, advising Grounds Maintenance Manager on materials supplies and equipment conditions.	25%
5	Any other duties appropriate to the grade and role of the person appointed.	

Note: percentages given are not fixed and may change according to individual task allocation.

Person specification

	Essential	Desirable
Skills	- Actively seeks to develop self and attend training. - Adaptable. - Excellent attention to detail. - Customer focused. - Willing to work outside of normal working hours. - Excellent communication skills Ability to work from plans and written instructions.	
Knowledge and experience	- Broad knowledge of Amenity Landscape maintenance practices and procedures. - Broad knowledge of Amenity Landscape maintenance machinery, equipment and materials. - Thorough understanding of mechanical principals in relation to Horticultural - Experience of HAVs Monitoring for Handheld Vibrations of Hand Held Tools - Clear understanding of environmental legislation, i.e. conservation areas, wildlife protection, tree preservation orders, etc. - Competent in the use of computers and software packages particularly Microsoft Excel, Access, Word. - Comprehensive knowledge of health and safety legislation in respect of horticultural and sports ground works. - Knowledge of plant pests and diseases, and methods of their control and eradication. - Knowledge of chemicals, fertilisers, such as commonly used for plant and grounds care and their proper application. - Extensive experience working in amenity horticulture and/grounds maintenance undertaking a wide range of duties. - Previous supervisory experience in a similar role	- Working knowledge of and ability to interpret and apply Willing to work outside of normal working hours. - Willing to work outside of normal working hours. Clear understanding of training standards and agencies in horticulture works. - Experience of developing and implementing maintenance schedules.

	Essential	Desirable
	- Well-developed supervisory/management skills with the ability to deal with individual personalities effectively in a wide range of circumstances. - Experienced in identifying training and development needs in staff and arrange training and development accordingly.	
Qualifications, certification and training (relevant to role)	- Full, Current Driving Licence - NVQ 2 and/or City & Guilds Level 2/RHS 2 in Amenity Horticulture or Sports Grounds Practices or equivalent level qualifications from appropriate professional bodies and experience of working in a similar supervisory position	- NVQ3 and/or City & Guilds Level 3 in Amenity Horticulture or Sports Grounds Practices or equivalent level qualifications from appropriate professional bodies. - BTEC Certificate or Diploma in Amenity Horticulture or Sports Turf Maintenance or similar level of qualification. - City & Guilds Level 3 Enterprise Management. - Health & Safety Supervisors certificate. - ILM Team Leader level 3 award or equivalent.



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. Acts 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

