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| UNIVERSITY OF NOTTINGHAM  RECRUITMENT ROLE PROFILE FORM |

**Job Title:** Grounds Manager

**School/Department:** Estates Office – Grounds Section

**Salary:** £37,768 - £46,414 per annum depending on skills and experience. Salary progression beyond this scale is subject to performance

**Job Family and Level:** APM Level 5

**Contract Status**: Permanent

**Hours of Work:** 36.25 per week

**Location:** Estates Office

**Reporting to:** Director of Sustainability

**The Purpose of the Role:**

To lead the University of Nottingham’s Grounds Service with overall responsibility for the day-to-day management of the University’s UK landscape and grounds maintenance.

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|  | **Main Responsibilities** | **% of time** |
| 1. | To lead the University’s Grounds Management function for all UK-based sites for The University of Nottingham including amenity areas, sports facilities, gardens and woodland in line with the University’s corporate strategies. To oversee the management of the Grounds Team ensuring all relevant targets and budgets are met, reviewing resource levels as required. To lead projects and provide expert advice interacting with Senior University Management and external providers as required. | 30% |
| 2. | To be responsible for the strategic direction and development of the grounds service overseeing staff, financial, regulatory and Health & Safety responsibilities in line with the University’s corporate strategies and policies. | 25% |
| 3. | To manage and plan year-on-year resources within the Grounds service budget (circa £1m) and to identify opportunities for development, efficiency and performance improvement and to oversee the procurement of all Grounds management and landscaping contracts, contractors and outsourced services. | 15% |
| 4. | To lead the development of landscape and campus management plans working with the wider Estates Office and with other key stakeholders. | 15% |
| 5. | To develop and manage relationships with informal and formal users and customers, both internally and externally, and to develop systematic customer satisfaction measures. | 5% |
| 6. | To produce and publish performance reports and briefings for key stakeholders as necessary. | 5% |
| 7. | To be an ambassador for the University’s grounds and to promote and engage to the wider University community in their development including a strong focus on the student experience and to actively engage with the local, and wider, community including agencies with whom we share land and boundaries including Nottingham City Council, Tramlink, Highways England, Friends of University Park. | 5% |

**Knowledge, Skills, Qualifications and Experience**

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|  | **Essential** | **Desirable** |
| **Qualifications/ Education** | A NDH, HND or degree or equivalent in Horticulture with an appropriate specialism such as landscape design or NVQ Level 5 in an appropriate specialism, e.g. Amenity Horticulture plus significant hands on experience in a similar or related role or a proven track record of extensive work experience gained through experience in series of progressively complex roles  Membership of a relevant professional body  Excellent level of numeracy and literacy | Have significant experience and a proven track record and knowledge of Grounds Management and commercial landscaping. |
| **Experience** | Significant experience of a strategic management role within a facilities management organisation and experience of grounds management in a large organisation.  Experience of managing operational functions and staff and leading change and development.  Experience of workforce management including Health & Safety.  Experience of developing and implementing grounds management strategies consistent with the overall business strategy.  Experience and understanding of designing and managing hard and soft landscape schemes and planting plans, working with architects, contractors and in-house teams.  Experience of negotiating, procuring and management of multi-site grounds management services.  Experience of proactively managing customer relationships both internally and externally and developing service level agreements.  Experience of standards and legislation appropriate to Grounds Management.  Experience of managing revenue budgets. | Experience of systems and software for landscape design, e.g. CAD, tree data bases, biodiversity and inventories of assets.  Breadth of experience with regards to arboriculture, sports turf and glasshouse production and associated ancillary services such as workshops and maintenance.  Experience of working collaboratively.  Demonstration of driving performance improvement within teams. |
| **Knowledge/ Skills/Training** | Demonstrable experience of working proactively with colleagues from other service areas and deputising for senior managers as necessary.  Ability to actively monitor service delivery performance against appropriate benchmarks, KPIs and targets.  Ability to manage workload commitments when under pressure.  Conduct effective one-to-ones and development plans for staff and set objectives at personal and team level.  Experience of managing and dealing with conflict effectively.  Motivated and prepared to take the initiative working with others to deliver the right outcome.  Ability to create, develop and implement a continuous improvement programme.  Experience of and ability to monitor and benchmark competitor performance.  Strong communication skills both at a one-to-one level and with staff groups, external audiences and key stakeholders.  Excellent time management and prioritisation of tasks.  Proven problem solving and analytical ability |  |
| **Statutory and Legal** | Proven knowledge and understanding of all current, relevant Health and Safety legislation affecting this role | * Hold a formal Health & Safety qualification, i.e. NEBOSHH |
| **Other** | Full current driving license unless disability precludes this  Proactive approach to management  Effective communicator with teams, other managers and stakeholders  Excellent attention to detail  Ability to attend out-of-hours emergencies |  |

**NHE006316**