

**UNIVERSITY OF NOTTINGHAM
RECRUITMENT ROLE PROFILE FORM**

Job Title: Gardener/Grounds Worker

Department: Estates Office – Grounds Section

Salary: £16,357 per annum

Job Family and Level: O&F Level 1-E

Contract Status: Permanent

Hours of Work: 36.25 per week, worked mainly Monday to Friday. Flexibility will be required

Location: Any University site

Reporting to: Grounds Team Leader

Purpose of the Role:

To assist in the provision and maintenance of University grounds, including maintenance of amenity and sports areas. To perform a variety of technical tasks relative to assigned areas of responsibility.

	Main Responsibilities	% of time
1.	Undertake all practical aspects of garden maintenance and development, including planting perennials, shrubs, etc. and routine maintenance within University grounds of water features including working from an inflatable boat or in confined spaces such as pumping chambers. Collection of litter and general debris throughout areas of assigned responsibility including collection and disposal of dead animal carcasses. May be required to assist with the training of less experienced staff as required. To work in adverse conditions including extremes of hot and cold as required	30%
2	Undertake all practical aspects of sports grounds maintenance and development, including laying and maintenance of turf and artificial surfaces and their preparation for different sports. Collection of litter throughout areas of assigned responsibility	30%
3.	The operation and security of tractors including use of loaders, trailed, rear mounted and powered equipment, mowers and other horticultural and sports grounds machinery including correct adjustment and safe performance in various conditions. Tractor driving can involve gross train weights up to 15 tonnes when towing 10 tonne trailers and can represent up to £50,000 in vehicle value. Operation of the Hookloada Trailer System requiring HGV compatible skills when loading and unloading skips. The driving and security of road vehicles involved in grounds maintenance operations visiting other sites with trailers as required	30%
4.	Safe storage and use of fuels and oils. Safe storage and application of chemicals and pesticides to control weeds, fungal and insect pests in turf,	5%

	Main Responsibilities	% of time
	shrub, rose, tree plantings, algal blooms in water features and hard landscapes. Disposal of waste products in accordance with legislation. Record keeping as necessary	
5.	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	1%
6.	Assist in preparing for and staffing of special projects and events such as graduation ceremonies, sporting tournaments, conferences, etc. Duties will include car parking, arrangement of floral displays, erection of fences and gazebos, and attendant duties at sports events including supervision of sports facilities, dressing rooms and pavilions. Assist in glass house unit with production of bedding plants, etc. including plant sales	1%
7.	Assist in dealing with emergencies including storm damage, clearance of snow and ice, gritting of paths and roads as required using tractor mounted ploughs, and trailed or mounted gritting machinery or manually using shovels, brushes, hand applied grit, etc. which may require working outside normal hours on a rota basis. Work often undertaken during hours of darkness and requires ability to drive all vehicles in hazardous conditions	1%
9.	Undertaking and utilising training and development to enhance working skills and knowledge of self and team, to continuously improve service delivery	1%
10.	To adhere to Health & Safety Regulations, and comply with University, and external, standards, policies, procedures and codes of practice.	1%
11.	Any other duties appropriate to the grade and role of the person appointed	

N.B. The percentages given are not fixed and may change according to individual task allocations. This applies in particular but is not limited to items 1, 2 & 3. Role holders are expected to undertake a wide range of training and skill development within Horticulture, Sports Turf Maintenance, Machinery and Tractor usage and possibly Arboriculture. This enables staff redeployment according to skills required within different areas throughout the year, and support fluctuations in staff availability due to holidays or sickness absence. Some staff may be predominantly allocated to sports operations whilst others predominantly work on amenity horticulture and others may be required to utilise both disciplines. The percentages will also vary within the specific disciplines of sport and horticulture.

Knowledge, Skills, Qualifications & Experience

	Essential	Desirable
Qualifications/ Education	<ul style="list-style-type: none"> • Good level of literacy and numeracy • NVQ 2 and/or City & Guilds Level 2 in Amenity Horticulture or Sports Grounds Practices or equivalent level qualification or substantial relevant experience 	<ul style="list-style-type: none"> • Evidence of continuing professional development
Skills/ Training	<ul style="list-style-type: none"> • Knowledge of amenity landscape and sports turf maintenance practices including safe working practices and risk assessments • Ability to operate a wide range of powered pedestrian and ride-on machinery including agricultural and compact tractors in all weathers and at night • Knowledge of trees and shrubs, perennials and annuals, natural turf and artificial surfaces 	<ul style="list-style-type: none"> • Basic IT and computing skills for accessing emails, use of mobile phones, etc. • Ladder training • Lifting and handling training • First aid certificate • 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 in all weathers and at night
Experience	<ul style="list-style-type: none"> • Prior experience of working in a similar grounds maintenance role with associated equipment • Ability to work with minimal supervision 	<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
Statutory/ Legal	<ul style="list-style-type: none"> • Full current driving licence unless disability precludes this 	<ul style="list-style-type: none"> • Full driving licence with C1+E accreditation • NPTC PA2 Field Crop Sprayers Certificate of Competence • HGV Licence • NPTC PA1 and PA6A Pesticide Storage and Application Certificates of Competence • Lantra or NPTC MO1 & MO1A Tractor & Loader Driving Certificate of Competence
Other	<ul style="list-style-type: none"> • Actively seeks to develop self • Adaptable • Attention to detail 	

	<ul style="list-style-type: none">• Concentrates attention and activity on customer• Effective communicator• Seeks explanations and solutions	
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