

Semi Skilled Gardener

Job Ref: REQ17576

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

School/Department summary

Job Description – Semi Skilled Gardener

Job Grade: Operational Service Grade 2

Job Purpose: To carry out the maintenance, development, construction and services undertaken by the University's Grounds and Garden Section.

Job Duties

- General maintenance of the grounds and gardens as determined by the Gardens Manager or nominated deputy.
- Reinstatement and landscaping of garden areas working to specific plans and drawings.
- To assist in the planting out of trees and shrubs.
- To assist setting out and planting from detailed bedding schemes.
- Working to detailed specifications within the Grounds and Gardens Section.
- Safe storage and use of fuels and oils.
- The operation of general horticultural equipment. To report to the Manager/ Senior Gardener any tools or equipment that become unsafe for use and requires repair or replacement.
- To wear protective clothing and equipment in accordance with Health and Safety requirements whilst carrying out specific works.
- To assist in the clearing of snow and ice during inclement weather
- To carry out any other work generally of a Gardens and Arboricultural maintenance nature when so instructed.
- To understand and implement Health and Safety policies and requirements for yourself and others, commensurate with your level of responsibility within the Department to enable you to discharge your other duties and responsibilities safely.
- Any other duties appropriate to the grade and role of the person appointed.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Supervision Received: Left to work with established guidelines, subject to inspection by supervisor.

Supervision given: None

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy and Procedures.

All staff should hold a duty and commitment to observing the University's Equality and Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Gardens Manager/ Senior Gardener.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Minimum two years' experience in a professional horticultural position	1,3
Skills and abilities	Basic Maths and English	1,3
	To possess a full clean driving licence*	1,3
	To possess basic horticultural skills and knowledge	1,3
	Experience of operation of a wide range of horticultural machinery	1,3
	The ability to complete necessary paperwork, i.e. time sheets, allocation sheets, task tickets, etc	1,3
	To possess basic IT skills	1,3
Training	A willingness to receive training and support from within the section and outside bodies	1,3
Qualifications	Basic Maths and English	1,3
Other	Observe the Universities Equality and Diversity policy at all times	1,3
	To be customer focused	1,3
	Attendance at In-House basic Health and Safety Induction. In house Risk Management or Risk Assessment appreciation as appropriate	1,3
	To assist, implement and engage with the Hand Arm Vibration monitoring system	1,3

Stages in assessment: 1. Application form at short listing, 2. Selection test, 3. Interview.

* A full clean driving licence consists of there being no major driving convictions. Up to 6 points for minor offences shall be accepted. The reasoning for this is that the University's insurers will not cover the risk. To meet requirements set by the University Insurers all employees who are required to drive as part of their job role must be aged 21 or over.

Desirable Criteria

Area	Criteria	Stage
Experience	Knowledge in the tending of Sportsground surfaces	1,3
Skills and abilities	Ability to understand bedding schemes and landscape design working drawings	1,3
Qualifications	To possess or working towards City & Guilds, NVQ2 or equivalent horticultural qualification.	1,3
	To possess PA1, PA6A Safe Handling and Application of pesticides	1,3

Conditions of Service

There are two positions available. Both positions are full time and open ended. Salary will be on Operational Services Grade 2 (£15,356 - £16,289) at starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to Karen Setchell, Gardens Manager, by email at K.D.Setchell@lboro.ac.uk or by telephone on 01509 222 107

Applications

The closing date for receipt of applications is **30 June 2017**.

Interviews will be held on **11 and 12 July 2017**.