

Assistant Sports Grounds Manager

REQ180198

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade: Operational Services Grade 5

Job Purpose:

Loughborough was named the best sporting university in the world in the global QS higher education league table. This role will report to the Sportsgrounds Manager and be responsible for managing resources to deliver the upkeep and the continual safe and efficient operation of external sportsgrounds facilities, supporting a stakeholder base of c 23,000 people within an overall estate of 500 acres.

Job Duties

- The management of sportsgrounds staff, contractors and agency staff and the allocation of work as directed by the Sports Grounds Manager. To plan work schedules and the daily, weekly and yearly delivery of maintenance schedules and tasks, through efficient use of internal/agency staff or external contracted services.
- To ensure that work practices, work locations, machines and equipment used are safe and in accordance with the requirement of the Health and Safety at Work Act 1974.
- To deputise for the Sportsgrounds Manager in their absence.
- Supervise where necessary, any other job in connection with the Sportsgrounds and general areas, e.g. the clearance of snow, the salting of pavements etc.
- To manage the programming of work and fixtures in association with the Sportsgrounds Manager, departments and governing bodies.
- To organise and manage the setting out of playing surfaces to required standards.
- To manage the allocation of tools and equipment to staff and the monitoring of tools and equipment to ensure that they are safe to use in accordance with the requirements of the Health and Safety at Work Act, and to report any defects to the Sports Grounds Manager. To carry out regular Health and Safety Audit tours.
- To estimate the requirements for staff, materials or contractors and to advise the Sports Grounds Manager of the same.
- To provide Sports facilities to the world class standards required by such external bodies as the English Cricket Board, University Sport and external customers.
- To liaise with external agencies and national governing bodies to plan long term projects and the day to day requirements of the sport. Ensure planned work programmes are implemented on time and within budget.
- For new starters, university employees or seasonal workers, carry out general inductions. Carry out return to work interviews with grounds staff.
- Ensure the groundstaff PDR'S are carried out in a timely manner and are current, liaise regularly with the Training Coordinator to ensure staff training needs are up to date. Identifying team

training and development requirements. Coach members of the team in new methods and practices related to sports groundsmanship.

- Manage team shifts, flexi time, rotas, overtime and holidays in relation to work load to aid smooth running of section.
- Have overview and responsibility for other teams to ensure accurate resource allocation.
- To understand and implement Health & 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.
- Because of the nature of such role and level of machinery use a current clean driving licence is required.
- Any other work of a sportsgrounds and associated nature commensurate with the grade.

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.

Special Conditions

Management.

- Line Manager– Sports Grounds Manager.
- Supervision given: Responsible for immediate team and for balancing resource across all teams. Management of immediate team of 6 but up to 15 including any seasonal workers.
- Sportsgrounds staff and other functional staff such as agency and contractors.

Authority

- The employee has no authority to use vehicles or machinery for personal use.
- Responsibility for areas assigned to employee.

Functional Contacts

- Line managers and colleagues within the Facilities /Campus Services Department
- Customers
- Visitors
- Students and Staff
- Contractors
- FM Health & Safety Officer.

Standards of Performance

The required standards of performance will be met when:

- Satisfactory customer feedback is received
- All plant and equipment is properly maintained and cared for
- Personal objectives are being achieved
- All works are carried out accurately
- All works are carried out effectively and efficiently
- To ensure that staff under the post holder's supervision, are suitably motivated.
- To assess the training requirements of staff within the team.

Person Attributes

- Team worker. To work closely with fellow grounds persons for prolonged periods requires someone with strong character.
- Flexible

- Problem solving
- Communicator
- Organiser
- Commitment

Special Conditions

- Corporate / Protective clothing and identity badges will be worn at all times by the employee during working hours.
- Personal protective equipment will be worn when necessary for specialist work.
- Hours of Work 37 per week. A flexible approach is required, **5 from 7 days to include some weekends/Evenings. (A shift allowance is payable if you work over 3 weekends in 12)**

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 & Procedures.

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

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. 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	Significant supervisory experience in sports ground maintenance, with particular reference to fine turf and carrying out such work to a professional high standard as is required by a world class sports university.	1
	Experience of delivering such services at a large customer based location	1,3
	Experience of Managing and motivating multi-disciplined teams at a supervisory/managerial level.	1,3
	Experienced in writing and compiling method statements, risk assessments and report writing.	1,3
	Experience of the operation and management of a wide range of machinery.	1,3
	Experience of maintenance of synthetic surfaces.	1,3
	Experience in liaising with stakeholders outside agencies and bodies etc.	1,3
Skills and abilities	Able to investigate and problem solve works issues on own initiative.	1,3
	Ability to plan and organize works at a managerial level.	1,3
	To work effectively and efficiently.	1,3
	Have good organisational and planning skills, with ability to arrange and manage maintenance service delivery.	1,3
	To be highly motivated. Committed attitude to take ownership of the surfaces they maintain.	1,3
	The ability to be flexible with regard to working hours. Including evenings and weekends.	1,3
	To be able to work safely and take responsibility for the health and safety of other team members.	1,3
	Positive communicator. Must be confident to deal and negotiate with sports coaches, outside agencies, governing bodies and other stakeholders.	1,3
	Experience of working with relevant databases.	1,3
	To ensure that all work is planned, recorded and visible through the FM service management systems	1,3
	To be computer literate, able to read and work with installation drawings, MS excel, MS word, and sports booking system.	1,3
	Excellent communication skills. Able to relate to staff, senior managers and sports coaches.	1,3

Training	A willingness to receive training and support from within the section and outside bodies	1,3
Other	Observe the Universities Equality & Diversity policy at all times	1,3
	Full driving Licence	
	To be customer focused	1,3
	Attendance at In-House basic H&S Induction. In house Risk Management or Risk Assessment appreciation as appropriate	1,3
	Continually updating personal development to extend management, including health and safety and technical skills in line with the Personal Development Plan. Continually improving on attributes and competences related to the above.	1,3
	Possess good interpersonal and team building skills	1,3
	An active interest in sport	1,3
	High attention to detail	1,3
Qualifications	National/Scottish Vocational Qualification Level 3 Sports Turf Maintenance or IOG National Technical	1,3
	IOSH Managing Safely qualification or be willing to work towards achieving it once in post.	1,3
	Spraying certificates PA1, PA2 and PA6 Have practical and legislative knowledge in the area of pesticides and pest control.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience in cricket ground maintenance.	1,3
Skills and abilities	Basic mechanical skills	1,3
	Knowledge of budgets	1,3
Qualifications	Institute of Leadership and Management level 3 qualification.	1,3
	National Diploma in Turf Management	1,3
	Certificate in Horticulture or City & Guilds National Certificate in Horticulture	1,3
	Certificate or BTEC First Diploma/First	1,3

Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on Operational Grade 5 (£24,285.00 to £28,936.00) Per annum at a 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 Academic and Related staff/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 William Relf, Sports Grounds Manager by email at w.a.relf@lboro.ac.uk or by telephone on 01509 222105

Applications

The closing date for receipt of applications is **Sunday 1 April 2018**