

## Grounds Person

REQ200622

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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 2

**Job Purpose:** To carry out maintenance and development works on sports grounds under instruction from line manager. Experience, working in a sports maintenance role and driving horticultural machines is considered essential requirements for this post.

### Job Duties

- The use of specialised sports ground maintenance equipment. (ride on mowers, tractors and trailers)
- Maintenance of quality sports grounds as determined by the Sports Ground Manager.
- Landscaping of sports grounds and garden areas working to specific plans and drawings.
- To set out sports pitches and maintain to a high standard.
- The creation, marking out and setting up of playing surfaces.
- Maintenance of surrounding areas using hand held equipment such as strimmer's and Hedge cutters.
- General maintenance of tools and equipment used. To report to the Sports grounds Manager any tools or equipment that become unsafe for use and require repair or replacement.
- To wear protective clothing and equipment in accordance with Health and Safety requirements whilst carrying out specific works.
- To carry out any other work generally of a sport grounds or gardens maintenance nature.
- Make recommendations to Line Manager regarding improved work systems and machinery utilisation.
- To continually update knowledge and skills within Groundsmanship.
- 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.
- To clear snow and ice during inclement weather.
- To hold a current clean driving licence and be prepared to drive a University vehicle in the course of the post holder's duties.

- Any other work of a sportsgrounds 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

### Supervision.

- Supervisor – Sports Grounds Manager.
- Charge hand
- Supervision given: Any lesser experienced personnel described in (Duties and Responsibilities) and (Functional Contacts) of this job description.

### Authority

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

### Functional Contacts

- Sports Development Centre
- England and Wales Cricket Board
- Line managers within the Facilities Management Department/Campus services
- Visitors
- Students and Staff
- Athletic Union
- Governing body representatives and high profile sports people.
- 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
- The standards for the relevant sports are met including standards of excellence

### Person Attributes

- Team worker
- Flexible attitude (especially towards working hours)
- Problem solving
- Mature outlook
- Communicator
- Diplomatic
- Resourceful

### 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.
- To adhere to current University and Campus Services Equal Opportunities Policies.
- 37 hour week. **Working 5 from 7 days to include weekends and evening.** Shift allowance is payable when an individuals working pattern varies from week to week on a rota basis. Please refer to <http://www.lboro.ac.uk/services/hr/pay-pension-reward/shift-allowance/> for details.

- 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	Previous Sports grounds maintenance experience.	1
	Experience in turf culture	1,3
	Experience of operation of a wide range of machinery.	1,3
	Tractor/Trailer driving	1,3
Skills and abilities	To possess a licensed to drive in the UK with a clean licence*	1,3
	To possess skills and knowledge in the tending of sports grounds and fine turf.	1,3
	Skills in specialist markings.	1,3
	To work effectively and efficiently.	1,3
	To undertake work to the required standard.	1,3
	To be highly motivated.	1,3
	The ability to complete necessary paperwork, and work with e-mail.	1,3
	The ability to be flexible with regard to working hours.	1,3
	To be able to work safely and take responsibility for the health and safety of other team members.	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
	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 FM Personal Development Plan. Continually improving on attributes and competences related to the above.	1,3
	To take responsibility for own tasks	1,3
	Possess good interpersonal and team building skills	1,3
	An active interest in sport	1,3
Qualifications	NVQ level 1, working towards level 2	1,3
	IOSH Working Safely qualification or be willing to work towards achieving it once in post	1,3

### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of maintenance of synthetic surfaces.	1,3
Skills and abilities	Specific skills such as chainsaw operation, pesticides application, etc.	1,3
	Good mechanical skills and problem solver.	1,3
	Knowledge of working from task tickets, e-mails.	1,3
	Knowledge of Irrigation systems and maintenance.	1,3
Other Qualifications	IOG qualifications (day training course)	1,3
	Spraying qualification. PA1 PA6	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. Although 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.

### Conditions of Service

The position is **full-time** and **open-ended**. Salary will be on Operational Grade 2, (£16,736 - £17,682 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 Grade 1 - 5 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/>