

Sports Grounds Manager

Job Ref: REQ240128

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Estates and Facilities Management is responsible for the effective and sustainable management of the university's land and buildings and delivers a range of services to support the campus. This includes the University's capital building and refurbishment programme and estate maintenance.

Job Description

Job Grade: MA Grade 6

Job Purpose

To lead and manage the Sportsgrounds section of Estates and Facilities Management (E & FM) delivering world class university sportsgrounds facilities and to support the University strategic aims of an excellent experience for external environments. This role will report to the Sustainability Manager, will be responsible for managing the sportsground team, supporting Loughborough Sport and National Governing bodies. The role will be proactive in ensuring the highest standard of sports facilities are maintained across campus and looking at innovative ways to develop our sportsgrounds practices. The overall external estate is 523 acres of which 44.33 acres is dedicated to playing fields.

Job Duties

1. Leadership and Management Responsibilities

- To lead and manage the sportsgrounds section within E & FM. This consists of circa 17 staff to deliver sportsgrounds maintenance and development.
- To have an overview and co-ordinate minor works and work alongside Facilities Infrastructure Groups to deliver campus enhancements and development.
- To manage work schedules, and to have responsibility for the daily and weekly delivery of maintenance schedules and tasks, through efficient use of internal/agency staff or external contracted services and utilisation of service management systems
- Management responsibility for staff and contractors, leading by good example, and responsible for all staff HR processes including the identification of training and development requirements.
- Management of the recruitment process for new staff and agency workers as required and ongoing management of staff resource.
- Management and leadership of activities, balancing priorities in conjunction with managers and other functions to ensure minimum disruption and best value, working as part of the wider E & FM Team in delivering a quality service to customers.
- To work closely with the Gardens Manager, Helpdesk, and other functions within E& FM, to deliver a quality service.
- To provide professional expert advice on Sportsgrounds Maintenance and support to teams, contractors/consultants, and FM Project Managers.
- Be an active member of relevant Working Groups and any other relevant PMBs as required.

- To represent the University on internal and external groups, attending liaison group meetings, on a pro-active basis to deliver the service required.
- Ensure a high level of customer service to university partners, National Governing Bodies, tenants and visitors, including professional and national representative teams, such as the ECB, British Athletics, NFL and Premier League.
- To oversee and conduct ECB research projects, to record data and produce reports, where necessary, in conjunction with ECB pitch advisor.
- To provide advice and guidance on sportsgrounds specific capital projects throughout the project cycle including sign off, approval and scheduling of ongoing maintenance.
- To attend out-of-hours emergency situations when required.
- Control and monitoring of Safety Data & Machinery database systems ensuring compliance to regulatory & statutory requirements and delivering cost benefit to Loughborough University.

2. Health, Safety and Statutory Responsibilities

- Management responsibility for regular quality and safety audits for the section's work in conjunction with Safe Systems of Work.
- The allocation and monitoring of equipment to ensure that they are safe to use in accordance with the requirements of the Health and Safety at Work Act. Maintain an accurate register of tools and equipment. Manage the replacement of tools and equipment.
- To ensure all work carried out by contractors conforms to current Health and Safety Codes of Practice.

3. Financial Responsibilities

- To undertake in accordance with the University procurement regulations estimating, pricing and tendering (subcontract works) as required.
- To identify stock requirements, obtain quotes and procure stock items as required for the section.
- Preparation of budget and its management for the Sports Grounds section, including contracted service provision, up to £1 m.

4. Standards of Performance

- All works are carried out effectively and efficiently, in accordance with established working procedures and service level agreements.
- To ensure that the team are aware of latest standards, development in processes and technology to ensure our playing surfaces stay at the very top level and usable by sports bodies at the highest level, where necessary
- Planned, preventative and cyclical programs are implemented on time, within budget and to the required quality.
- All assets and equipment operate reliably and are properly maintained.
- Operational plans and self-assessments are agreed with the Director of Maintenance, Engineering and Sustainability and that these are achieved.
- Staff are motivated and working as an effective team.
- Working effectively with the Gardens Manager to monitor and improve on customer feedback and demonstrate continual improvement.

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

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 Sustainability Manager.

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	Substantial experience of delivering Sportsgrounds maintenance and development services on a large customer based location.	1,3
	Experience of leading and managing multi-disciplinary teams	1,3
	To be competent at reading and interpreting technical design drawings.	1,3
	Experienced in creating and applying maintenance task schedules, method statements and risk assessments	1,3
	Experience of managing significant budgets (up to £1 m) and monitoring costs and targets.	1,3
	Experienced in in report writing	1,3
	Experience of working with computer data bases for the upkeep of Sportsgrounds	1,3
Skills and abilities	Able to investigate and problem solve complex works issues on own initiative.	1,3
	Have good organisational and planning skills, with ability to organize and manage maintenance service delivery.	1,2,3
	Able to communicate effectively with staff, customers and colleagues verbal and written.	1,3
	Demonstrate ability to be able to communicate effectively with stakeholder departments as well as agencies outside of the University.	1,3
	To be IT competent, able to read and work with installation drawings, MS excel, MS word and knowledge of IT based management systems	1,3
	Demonstrate ability to create gardens strategy and ability to cost, specify and schedule works for gardens services related work.	1,3
	Be skilled in monitoring costs and ensure appropriate action is taken.	1,3
Training	Demonstrate evidence of continual personal development.	1,3
	A willingness to undertake future training and support from within the section and outside bodies, and to take ownership of self-development.	1,3
Qualifications	HNC in Sportsgrounds maintenance, City and Guilds or equivalent technical qualification or a relevant sports ground degree.	1,3
	To have served an indentured apprenticeship or equivalent experience or equivalent practical experience in a sports ground trade	1,3
	Strong track record of leadership in structured organisations and/or willingness to undertake management training	1,3
Health and Safety	Understanding of risk assessment and method statements for project and the teams day to day activities.	1,3
Other	To have been previously responsible for the operation and maintenance of services and equipment.	1,3

	To use University provided personal protective equipment / corporate work wear when necessary.	1,3
	Full driving licence.	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of a wide range of specialist machinery	1,3
	Have practical and legislative knowledge in the area of pesticides and pest control(PA1, PA2 and PA6)	1,3
Skills and abilities	Have experience of Maintenance Management systems.	1,2,3
	Presentation skills	1,2,3
Qualifications	Management Coaching qualification	1,3

Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on Management & Specialist GRADE 6, £33,996 to £44,263 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for STAFF GRADES 6 AND ABOVE, 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 can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

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/>

Applications

The closing date for receipt of applications is **as per the advert..**

