

Gardener

Job Ref: REQ250241

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

Job Grade: Operational Service Grade 3

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 Grounds Manager or Assistant Gardens Manager or nominated deputy.
- Reinstatement and landscaping of garden areas working to specific plans and drawings.
- The planting out of trees and shrubs.
- Designing, calculating plant numbers, setting out and planting detailed planting schemes.
- Working to detailed specifications within the Grounds and Gardens Section.
- 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, shrub, rose, tree plantings and hard landscapes. Disposal of waste products in accordance with legislation.
- Record keeping as necessary.
- 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. To report to the Manager/ Assistant Manager 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 clear snow and ice during inclement weather.
- To carry out any other work generally of a Gardens and Arboricultural maintenance nature when so instructed.
- To carry out quality and safety audits on your section's work in conjunction with Safe Systems of Work. Adhere to Safety Data, COSHH regulations, Hand Arm Vibration information.
- To carry out risk assessments in accordance to set guidelines and ensure that these are adhered to.
- 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 examination by supervisor.

Supervision given: Any lower employee on grounds and gardens work.

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 Equity, Diversity & Inclusion policy and procedures at all times. Duties must be carried out in accordance with relevant Equity, Diversity & Inclusion legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Belonging and Inclusion, Health & Safety, etc.

Organisational Responsibility

Reports to the Grounds Manager & Assistant Gardens 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 working in a similar gardens maintenance role with associated equipment	1
	High level of knowledge in plantsmanship, plant ID etc.	1,2,3
Skills and abilities	To possess horticultural skills and knowledge	1,3
	A good standard of machinery maintenance	1,3
	The ability and knowledge to understand and work from landscape drawings	1,3
	The ability to design, calculate plant numbers, setting out and planting detailed planting plans	1,2,3
	*To possess a full clean driving licence.	1,3
	Experience of operation of a wide range of horticultural machinery, vehicles and tractors and their attachments.	1,3
	The ability to complete necessary paperwork, i.e. time sheets, allocation sheets, task tickets, vehicle checklists etc	1,3
	To demonstrate maturity, reliability and be highly motivated.	1,3
	Ability to work without supervision, be proactive and prioritise tasks.	1,3
	Experience of pesticide application	1,3
	To possess basic IT skills	1,3
	To be customer focused	1,3
	Experience of the operation of ride-on mower and front loader tractor	1,3
Training	A willingness to receive training and support from within the section and outside bodies.	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
	To possess Chainsaw Maintenance & Cross Cutting & Felling and Processing Trees up to 380mm	1,3
Other	Observe the Universities Equality and Diversity policy at all times	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

Desirable Criteria

Area	Criteria	Stage
Experience	Knowledge in the tending of Sportsground surfaces.	1,3
Skills and abilities	Woodland, lake and environmental maintenance experience	1,3
	Basic Mechanical skills	1,3
	Experience in fencing and hedge maintenance works	1,3
Qualifications	PA2 Pesticide application tractor mounted	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.

Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on JOB FAMILY Operational Services AND GRADE 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/>

Applications

The closing date for receipt of applications is 11 May 2025.