

## Estates and Facilities Management REQ260338

### Assistant Gardener (Grade 2)

#### School/Department summary:

*The Estates and Facilities Management team at Loughborough University is central to creating the world-class campus experience for which the University is known. We are a large and diverse team made up of Catering, Residential, Domestic, Projects, Operations, Maintenance, Engineering, Sustainability and Space teams. Together, we manage and develop one of the UK's largest single-site campuses, ensuring that its buildings, grounds, infrastructure and support services are sustainable, stylish and set up for success. We work collaboratively to support our students, colleagues and partners, helping to shape the exceptional campus environment we are consistently recognised and awarded for. Above all, we take pride in creating a welcoming, vibrant and authentic workplace where everyone can thrive and we welcome likeminded individuals to join us and be part of our future.*

#### Job Description

**Job Family and Grade: Operational Services Grade 2**

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

#### Job Duties

- General maintenance of the grounds and gardens as determined by the Gardens Manager or nominated deputy.
- Understand the importance of respecting diversity, taking time to understand the University's Equality, Diversity & Inclusion policy and always adhere by these standards.
- 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 planting 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/ Assistant Gardens 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 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.
- To understand you are an ambassador for Loughborough University and always conduct yourself in the manner appropriate to this role.
- 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 outlined in the document.

## Organisational Responsibility

Reports to the: Grounds Manager / Assistant Grounds Manager

## Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at Interview

### Essential Criteria:

Area	Criteria	Stage
Experience	Experience of working in a similar garden's maintenance role with associated equipment or a keen desire to work outdoors in a horticultural environment	1,3
Skills and abilities	GCSE Maths and English	1,3
	To possess a full clean driving licence*	1,3
	To possess basic IT skills	1,3
	A willingness to receive training and support from within the section and outside bodies	1,3
Training	GCSE Maths and English	1,3
Qualifications	Observe the Universities Equality and Diversity policy at all times	1,3
Other	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

\* 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 OPEN-ENDED. Salary will be on Operational Services Grade 2, 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](#) relevant to the job grade.

## Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to principles of equity, diversity and inclusion (EDI) while carrying out all duties, behaving in a manner that treats others with dignity and respect and upholds every persons right to lawful freedom of expression, freedom of speech and academic freedom. Further information about EDI at Loughborough and our strategic aims is available on our website.

## Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

## Our Accreditations



We strive to create a culture that supports equity 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 career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

**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.**