

It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job Description for the post of:

Grounds Maintenance Operative EHS0019-0621-R

Reporting to: Grounds Manager (Estate Services)

Accountable to: Director Facilities Management

The Post

Facilities Management (FM) is a multi-award-winning support department; the largest support team at the University employing over 300+ members of staff across seven operational service teams. We believe that the physical campus environment, the supporting infrastructure, and the support services provided by FM, form an essential part of the Edge Hill University experience. Our customer profile includes students, staff, visitors, business partners, commercial clients and the wider community. At Edge Hill University, FM is overtly recognised for its positive contribution to the core business – the attraction, recruitment and retention of our students.

The role has direct responsibility for ensuring that the campus grounds, gardens, landscaping and external sports facilities are maintained to the highest possible standard. The role of grounds maintenance operative is to carry out a variety of tasks as assigned by the line manager. These will include site wide: Horticulture, Driving duties, Litter picking, and cleaning, along with event/function preparation and presentation. The role holder will also need to promote a high level of customer care.

Duties and Responsibilities

The role of the Grounds Maintenance Operative is to carry out a variety of tasks as assigned by their Manager/Team leader. These will include campus wide: driving duties, litter picking, grass cutting, horticultural maintenance and cleaning along with event/function preparation and presentation. The post holder will also need to promote a high level of customer care. The following general duties will typically form part of the daily/weekly/monthly work schedule:

The role holder will be expected to:

1. Be of reasonable fitness and able to undertake manual handling tasks in a safe manner. (Training will be provided).
2. Willing to work outdoors in all weathers.
3. Ensure that service level agreements (SLAs) and work schedules are met at all times and work is performed to a consistently high standard.
4. To undertake a range of horticultural duties including, but not limited to planting, pruning, maintenance of flower beds and borders, hedge trimming, maintaining grassed areas, weeding of hard and soft landscapes.
5. Proficient use of motorised machinery, including, but not limited to pedestrian mowers, ride on mowers, Strimmer's, hedge trimmers. (Appropriate training will be given).
6. Jet Washing.
7. Ensure campus is clean and tidy by litter picking, emptying cigarette bins, removing broken glass, dog foul and the occasional dead animal. Also the reporting of any graffiti or vandalism.
8. Leaf removal and disposal of in Autumn and Winter.
9. Assist with the spreading of grit and removal of snow in winter and monitor the contents of the grit bins situated around campus.
10. Drive utility vehicles and cars, sometimes off site.
11. Work and communicate effectively with fellow team members and University colleagues.
12. Actively participate in your yearly performance and development review, one to one meetings with your supervisor and regular team meetings.
13. To undertake any mandatory training and any training identified at your performance and development review and demonstrate an ability to develop new skills.
14. Report any absences to your supervisor by telephone before 8am.
15. Undertake any administrative duties required such as completing machine safety checklists, daily work logs, Annual leave requests.
16. Have an understanding of I.T. and mobile devices in order to complete mandatory training and perform administrative duties.
17. Provide excellent customer service to all students, staff and visitors to the campus, ensuring all queries are resolved.

18. Assisting sports ground staff with Maintenance upkeep.

Health and Safety

1. The post holder will be provided with an official uniform that is to be worn at all times, Including items of Personal Protective equipment as appropriate.
2. The post holder must take reasonable care of their own health and safety and that of others who might be affected by their behaviour and attitude in the workplace.
3. The post holder must cooperate with management to comply with health and safety policies and legislation.
4. The post holder is required to bring to the attention of management any defects in equipment or other dangers immediately, or as soon as it is safe to do so.
5. To maintain in a safe and serviceable condition all machinery and other appliances provided for the proper execution of the duties involved, reporting any failures of such equipment that cannot be readily rectified to the Grounds Manager.

This list of responsibilities is not exhaustive and other administrative, financial and customer-centric duties, appropriate to the Grounds Maintenance grade, may be added or substituted at any time.

In addition to the above all Edge Hill University staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers

Salary: Grade 2, Points 7-11
 £18,009 - £19,612 per annum

Hours: 36.25 hours per week

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

In support of Facilities Management's aim to provide a seamless service delivery, all employees of Facilities Management are expected to cooperate with, and assist colleagues in other sections of the Service in pursuance of best customer care practice.

You will also be required to work additional hours or weekends (where this is not a normal part of your working week) for e.g. **Open Days, Visiting Days, Graduation Ceremonies, Welcome Sunday and Functions and Events**. Hours of work are provided as an indication of your normal working pattern. However, flexibility is an essential part of any post at Edge Hill University (and therefore a requirement of any post holder) and dependent on the needs of the service, these hours can be changed by giving one weeks' notice.

PERSON SPECIFICATION

Grounds Maintenance Operative EHS0019-0621-R

CRITERIA:

Applicants should provide evidence of their ability to meet the following criteria:

		Essential	Desirable	*Method of assessment (I/A/S/T/P)
Qualifications				
1	Proven Experience in grounds maintenance (Level 2 or equivalent)		*	I/A
2	Previous experience working in the Higher Education Sector		*	A
3	PA1 and PA6 Spraying Certification		*	I
4	General standard of education (to include GCSE Mathematics and English or equivalent)	*		S
Experience and Knowledge				
5	Good knowledge or awareness of Health and Safety	*		S
6	Communication skills- listening, openness and responsiveness to all customer situations	*		S
7	Ability to be proactive and take initiative	*		S
8	Previous work experience in a busy customer-facing environment with a diverse customer base	*		S
Abilities/Skills				
9	Ability to plan effectively and be flexible to meet the needs of the service	*		I
10	Ability to work without supervision as well as part of a team	*		S
11	Ability to effectively respond to customer requests and resolve issues through taking appropriate actions	*		I
12	Ability to develop and maintain effective working relationships with University colleagues at all levels	*		I
13	A commitment to positively engage with continued personal professional development appropriate to the role	*		I
14	Polite and courteous – instill confidence and have credibility in customers	*		I
15	Ability to organise workload in a methodical way for maximum effectiveness and efficiency	*		I
16	Be honest, trustworthy and conscientious	*		I

Other				
17	An awareness and understanding of Inclusion, Equality and Diversity within the workplace	*		S
18	Able to meet the physical demands of the role including; working outside, lifting and carrying	*		S
19	Full Driving license required	*		I
20	Flexible approach to hours worked to attend events and meetings out of hours during the evening and at weekends	*		I

***Method of Assessment**

(I-Interview, A-Application, S-Supporting Statement, T-Test, P-Presentation)

Please note that applications will be assessed against the Person Specification using this criteria.