

Post Details		Last Updated: 16/9/2022	
Faculty/Administrative/Service Department	Estates, Facilities & Commercial Services (EFCS)		
Job Title	Horticultural Grounds Person		
Job Family	Professional Services	Job Level	2a
Responsible to	Horticultural Team Leader, Horticulture Supervisor or Horticulture and Landscape Manager/Sports Grounds Landscape Manager		
Responsible for (Staff)	n/a		

#### **Job Purpose Statement**

The Horticulture Department aims to provide a professional and cost-efficient horticultural maintenance, landscaping, and associated services to the University. Through the provision of this service, the team contributes to the smooth operation to support the student experience and the University's facilities. Working alongside the team leader and manager to deliver an effective maintenance operation, ensuring that the day to day services for the university are maintained to a high standard.

Key services for the department include delivery of grounds maintenance services and reactive work across the University Estate.

This department is also responsible for general horticultural sport pitch maintenance operations of the grounds and associated areas throughout the University Estate including litter picking, weeding, pruning, planting, turf maintenance and clearing of snow or ice whilst being responsible for the safe keeping of keys, machines, security of Grounds buildings and reporting minor or major maintenance issues as part of team work response.

The Grounds service requires significant manual handling and teamwork. Customer Service is the focus of the department as there is daily interaction with students, staff, and external customers. The post holder will support management of the Grounds team providing these essential functions overseeing day to day routine operational issues and prioritising work activities.

The team works in a sustainable manner, in accordance with the University's sustainable working policies and procedures. The team member will try new sustainable practices whenever possible eg recycling green waste.

#### **Key Responsibilities** This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)

1. General horticultural maintenance operations of the grounds and associated areas throughout the University Estate including litter picking, weeding, pruning, planting turf maintenance and clearing of snow or ice.
2. Routine driving, operation and maintenance of horticultural and other Grounds maintenance machinery owned or hired by the department including large equipment powered by tractor.
3. Assisting with the preparation of soil and areas associated with the establishing of hard and soft landscaping around new buildings, including the installation or provision of new sports facilities
4. Ensuring work is carried out in strict compliance with the Health & Safety at Work Act, COSHH and any other relevant legislation covering safety in the workplace. This includes knowledge and implementation of the University's and department's health and Safety Policies, taking into account personal safety and that of others, and so enabling the University to carry out its responsibility successfully. Ensure that all safety equipment provided is worn at all appropriate times to include hard hats, safety boots, ear defenders and masks and such other equipment as has been deemed necessary.
5. Carrying out contract work as directed

**N.B. The above list is not exhaustive**

**All staff are expected to:**

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.

**Help maintain a safe working environment by:**

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

**Elements of the Role**

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

**Planning and Organising**

The post covers a wide range of well-defined routine horticultural tasks, which due to the frequency of carrying these tasks out require little instruction. Some decision making may be needed as the daily tasks/activities originally given by instruction may alter/vary during the course of the day and as the particular job progresses. All tasks will be constrained by legislation, established operational guidelines and procedures.

**Problem Solving and Decision Making**

The post holder will be expected to deal with frequent similar situations and problems, resolving them through applying their acquired knowledge and judgement. They will refer more complex problems or issues to their line manager, or a more senior team member to resolve and respond to. Preferably they would be expected to seek the advice and obtain a solution from their line manager in order to respond to the issue themselves.

**Continuous Improvement.**

The post holder will be expected to make suggestions for the improvement to current working methods and improvement across the service. They must show a willingness to learn and ensure that they stay up to date on relevant legislation. At all times they must conduct themselves in a manner that will have a positive impact on the 'Student Experience'.

**Accountability**

The post holder will be required to apply pesticides and operate a wide range of horticultural machinery including mowers, hedge cutters, strimmers, tractors and utility vehicles which may include large powered equipment. All of which will involve ensuring the correct use PPE and in the case of applying pesticides will also include ensuring the correct use of chemicals. The post holder is expected to carry out all work in strict compliance with the Health and Safety at Work Act, Risk and COSHH (where appropriate) assessments and any other relevant health and safety legislation and policies. Errors in judgement involving for example machinery and pesticides may impact upon the health and safety of those within the University.

**Dimensions of the role**

This post impacts across the whole of the University in terms of its provision of service and appearance. The team also provide support during Open Days, Graduation Events, VIP Visits and other University and key corporate events. This post does not supervise other members of the team, although s/he may be expected to provide very basic advice/guidance to fellow team members if needed.

The post does not hold any responsibility for budgets.

**Supplementary Information**

The post holder will be required to prove they have the ability to the work effectively as part of a team.

**Person Specification** This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

<b>Qualifications and Professional Memberships</b>		
Vocational qualifications plus some relevant work experience.		D
Or:		
Learning gained through work experience of several years. Will include short courses and other formal training.		
FEPA (Pesticide Applications) or equivalent Qualification		D
NPTC or equivalent qualification for tractor and ride on mower use, hedge cutters, strimmers and utility vehicles		D
<b>Technical Competencies (Experience and Knowledge)</b> This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).	<b>Essential/ Desirable</b>	<b>Level 1–3</b>
Some relevant experience in a horticultural environment	D	1
Working knowledge of the Health and Safety at Work Act and its application in a horticultural context	D	N/A
<b>Special Requirements:</b>		<b>Essential/ Desirable</b>
Sufficiently physically fit to be able to undertake outdoor work in all seasons		E
Ability to work outside of normal working during periods of exceptional inclement weather.		E
Available for overtime, during periods of high workload		E
Holder of full Driving Licence		E
To be contactable at all times during the working day by mobile phone (provided)		E
<b>Core Competencies</b> This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.		<b>Level 1–3</b>
Communication		2
Adaptability / Flexibility		1
Customer/Client service and support		1
Planning and Organising		1
Continuous Improvement		1
Problem Solving and Decision Making Skills		1
Managing and Developing Performance		n/a
Creative and Analytical Thinking		n/a
Influencing, Persuasion and Negotiation Skills		n/a
Strategic Thinking & Leadership		n/a
<p>This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.</p> <p>Should significantly changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.</p>		
<b>Organisational/Departmental Information &amp; Key Relationships</b>		

**Background Information**

Estates Facilities and Commercial Services (EFCS) Management are responsible for the planning, development and maintenance of the University Estate and provide Support Services to all faculties and departments within the University. The Estate is a key element for the marketability of the University. EFCS Management are responsible for the first impression of the organisation and managing the internal and external environment to ensure that staff, students and visitors have a positive experience.

Estates, Facilities and Commercial Services Management has nine main sections:

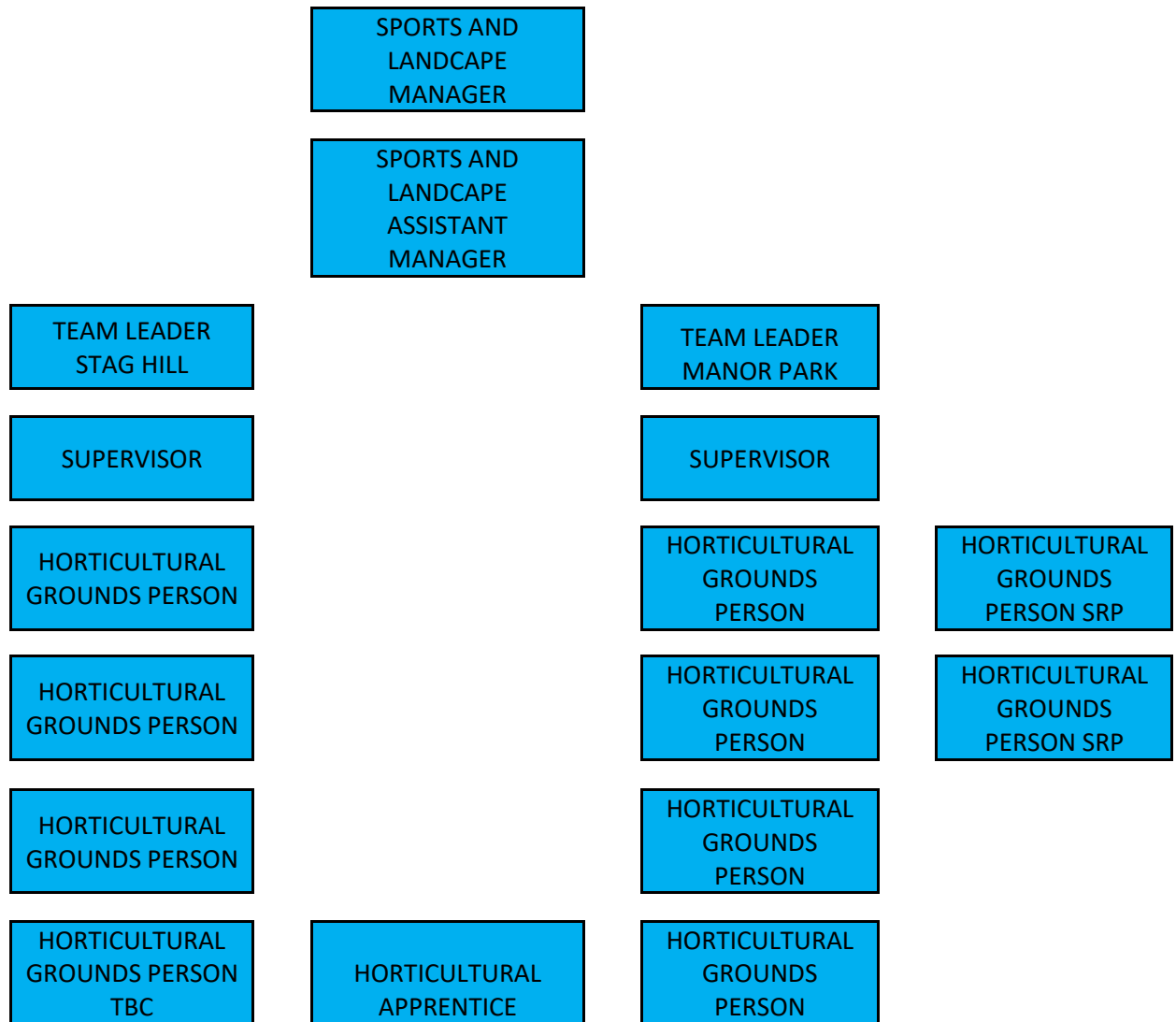
- Administration & EFM Help Desk
- Facilities Management, including Campus logistics, Grounds and Estates Services
- Operations
- Projects
- Sustainability & Environment Management
- Security
- Distribution
- Accommodation
- Catering

This role is part of a team of approximately 18 members of staff, carrying out a wide range of horticultural tasks including up keep of the grounds to ensure the highest standard of presentation across the whole University Estate, including Stag Hill, Manor Park, Research Park, Sports Grounds, Hazel Farm, Blackwell Farm, woodland and contractual works.

The post holder will come into contact with a wide range of people, including members of the public, students and staff and will be expected to be helpful and courteous, and will be required to be a key position in promoting a positive image of the department.

**Department Structure Chart**

**EFCS HORTICULTURAL ORGANISATION  
CHART**



- This post reports to the Horticultural Team Leader/Working supervisor

**Relationships**

**Internal**

- All staff, students and contractors.

**External**

- All visitors to the University, sports users and general public.