

RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- **We recommend that you take a copy of this recruitment pack to help with your preparation.**

Our commitment to Equality, Diversity and Inclusion

The [diversity of our community](#) is more than where our staff and students come from. More than 1000 of our staff and students identify as LGBTQ+, more than 1,300 have declared a disability and many members of our community follow a religion or belief.

We recognise the value that diversity brings and so we want to recruit, develop, retain and motivate an increasingly diverse workforce. We also want to attract people who will be good citizens; who will contribute to the life of the University and whose behaviour will have a positive impact on those around them.

Our [Strategy](#) sets out how we will do this through the delivery of a fair and supportive working environment for all.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation [AccessAble](#) who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 876559) for help.

Closing Date: 27 October 2023

Interviews are planned for: To be confirmed

University of Essex Campus Services Limited (UECS) is a wholly owned company of the University of Essex. Please note that this post is being advertised by the University on behalf of UECS and some aspects of the information provided on the University recruitment website will not apply to this appointment. The Terms of Appointment relating to this post are published on the website alongside this document.

Data Protection: UECS shares recruitment data with the University of Essex who provide human resources services.

JOB DESCRIPTION – Job ref REQ07917

Job Title and Grade:	Deputy Grounds Manager UECS Band F
Contract:	Permanent, Full-time
Hours:	38 hours per week
Salary:	£32,297.00 per annum
Department/Section:	Estates and Campus Services
Responsible to:	Grounds Manager
Reports on a day to day basis to:	Grounds Manager
Purpose of job:	The post holder will be responsible for the day-to-day supervision of the Grounds section. Organising staff and their work tasks, ensuring staff follow health & safety legislation and policies and adhere to it. Upkeep of the grounds machinery and equipment to ensure a high standard of operator usage and maintenance is carried out. Maintenance of the historic parkland, sports fields and campus building environs to the agreed standards laid down by the Grounds Manager

The Grounds Section maintains grounds across 3 campuses, which includes 230 acres at our Colchester campus. This Colchester campus contains 30 acres of sport pitches, nearly 3,000 notable trees and historic parkland, parts of which are Grade II Listed.

An exciting opportunity has arisen for a Deputy Grounds Manager to join the Estate Management team at the University of Essex.

Duties of the Post:

1. Leading, supervising, and motivating a team of Grounds staff to ensure that agreed standards of grounds maintenance are maintained.
2. Scheduling and allocating day to day work to the Grounds Team.
3. Planning and executing grounds maintenance to produce a high quality ecologically balanced environment.
4. Monitoring the quality of grounds work done and co-ordinating systematic checks by the post holder and the Grounds Manager.
5. Liaise with the Grounds Manager to ensure that all staff have completed the necessary training programmes to be able to complete their role.
6. Ensure all team meetings and staff reviews are completed and report any details to the Grounds Manager
7. Ensure Grounds staff are fit to work after periods of sickness absence.
8. Work alongside any new staff that are recruited by the section until they are fully trained, and ensure they complete their induction package during their first week.
9. Controlling the programmed and un-programmed contracted works managed by the Grounds Section.

10. Programming and recording regular maintenance of the Grounds Sections machinery and equipment, while developing and maintaining the machinery and equipment inventory, replacement programme and a policy relating to equipment selection.
11. Keep an up-to-date COSHH record for products used by the Grounds Section.
12. Ensuring compliance with the Health and Safety at Work Act, particularly in relation to directly employed staff, their equipment and space occupied.
13. Regularly review and distribute relevant Risk Assessments and Method Statements to the Grounds Section
14. Supervising the regular grounds work undertaken by external contractors and ensuring that the appropriate work is undertaken in a safe manner.
15. Maintaining staffing records, training profiles and work plans to be able to retain the technical standards of the staff and accommodate changes in working practices when the need arises.
16. Establishing action points and systems to ensure that information collected is acted upon when required.
17. Maintaining a 'bring forward' system to ensure that special events are dealt with at the right time and in the most efficient manner.
18. Developing working practices that maximise productivity within a framework of acceptable quality systems.
19. Be able to attend all the necessary training programmes to ensure you can train staff correctly; these courses may not be internal.
20. Keep in contact with the Grounds Manager throughout the working day whilst carrying out any additional jobs as per instructions. A close working relationship is essential, thus enabling the section to always work efficiently and effectively.

Any other duties as may be assigned from time to time by Director of Estates and Campus Services or their nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment:

For a full description of the terms of appointment for this post please visit our [website](#).

PERSON SPECIFICATION

JOB TITLE: Deputy Grounds Manager
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Qualifications /Training

	Essential	Desirable
▪ GCSE grade C, or equivalent in English, Maths and 3 other subjects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ RHS Level 2 Certificate in Practical Horticulture or equivalent	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ NVQ Level 3 in Management or similar qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Appropriate experience at a supervisory level within a horticultural organisation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience in maintaining sports surfaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience using most types of grounds machinery/equipment (mowers, tractors etc)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Awareness and knowledge of both Health and Safety legislation relating to grounds chemicals/materials/working practices and manual handling	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of operating a budget	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of undertaking and fulfilling projects of various sizes	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience in a similar role	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ The ability to organise, use resources and communicate effectively to staff, colleagues, management and students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to work on your own initiative or part of a team.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Be able to follow and understand verbal and written instructions and any directions printed on any materials used to carry out the safe use of fertilisers and chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent time keeping	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent planning and problem-solving skills to work around fixed deadlines and to ensure priorities are met	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to prioritise tasks on a day-to-day basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Be able to work varied hours and days in any given 7 days of the week	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ PC literacy using Office, Word, Excel, and Outlook	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A positive outlook and a professional manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>



University of Essex Campus Services Limited

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www.essex.ac.uk/uecs

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Possession of a full, UK-valid driving license (which enables them to drive both manual and automatic vehicles) in order to operate campus vehicles	<input checked="" type="checkbox"/>	<input type="checkbox"/>

* In accordance with Home Office guidance and the Asylum, Immigration and Nationality Act 2006 the University of Essex has a responsibility to ensure all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and may be able to provide sponsorship to successful candidates who are offered skilled roles and meet the eligibility criteria. Further information about UK immigration requirements and working in the UK can be found on the Home Office website www.gov.uk/skilled-worker-visa

ADDITIONAL INFORMATION

You can find more information about the department at the following link
www.essex.ac.uk/estates/colchester/grounds.aspx.

General information

Informal enquiries may be made to Mick Minshull Grounds Manager (telephone: 07769613860 e-mail: m.minshull@essex.ac.uk). However, all applications must be made online.

**University of Essex Campus Services Limited
 Benefits**

▪ competitive salaries	▪ training and development
▪ childcare facilities	▪ generous holiday scheme

Campus Services will focus on 5 core principles:

1. To develop and operate the commercial facilities at the University of Essex with the highest standards of customer care and value for money to enhance the student and staff experience.
2. To collaborate with Academic Departments and Professional Services.
3. To engage actively with the local and regional community to further the reputation of the University of Essex.
4. To champion a team culture with succession planning and remuneration firmly anchored on performance.
5. To deliver annual growth in surplus for the University of Essex.

Campus Services

Created in 2010, the Campus Services directorate brings together existing staff and student commercial services, with a combined turnover of £21m and total staff of over 230 full-time equivalents. Services delivered under the Campus Services umbrella are critical to enabling the University to deliver the objectives in its strategic plan – improving the student experience, facilitating growth and improving the financial performance of the University.

Some business units within Campus Services – Event Essex, Print Essex and Wivenhoe Park Day Nursery – are part of University of Essex Campus Services Limited, a wholly owned subsidiary of the University of Essex.

Accommodation Essex

Accommodation Essex contributes to a positive student experience by providing a safe and supported environment in which students can develop personally and academically. The University of Essex offers a wide range of accommodation suited to a variety of needs all within walking distance of the academic departments and campus facilities at both Southend and Colchester campuses.

You can find more information about the department at the following link
<http://www.essex.ac.uk/accommodation/>

Essex Sport

The Colchester Campus Sports Centre offers excellent indoor and outdoor facilities including the £1.4 million refurbished gym and fitness rooms. There are a wide range of opportunities to participate in sport, exercise and health at great value for students, staff and the local community.

Wivenhoe House Hotel

Wivenhoe House is a four star country house hotel, set in parkland on campus. It is also home to the Edge Hotel School.

Essex Food

Through their many catering outlets and delivered hospitality service, Essex Food provides a professional and courteous customer led service to students, staff and visitors. The promotion of a nutritious, and value for money hospitality service, together with respect and dignity for customers and staff are the cornerstones of their business.

Event Essex

Event Essex promotes the vast range of University of Essex conference, meeting and event venues in Colchester and Southend to businesses and public sector organisations locally, regionally and nationally. The dedicated team offers an expert event planning and co-ordination service.

Wivenhoe Park Day Nursery

Set in the peaceful surroundings of Wivenhoe Park, the purpose built Wivenhoe Park Day Nursery offers outstanding day care to children from 3 months to 5 years, as well as holiday clubs for children from 5-11 years. Places are open to all, including the public.

everythingEssex

In 2011, Campus Services began co-ordinating official University of Essex merchandise and gifts. This exciting project included product development and improving routes to market. Merchandise is available on the **everything Essex** outlet at the Colchester campus.

Further information on Campus Services can be found via www.essex.ac.uk/uecs.

University of Essex Campus Services Limited

The successful candidate will be employed by University of Essex Campus Services Limited, a wholly owned subsidiary of the University of Essex. The company was established to manage the commercial operations at the University of Essex. The terms of employment for this role are specific to University of Essex Campus Services Ltd.

The University of Essex – a profile

The University of Essex was founded in 1964 when it opened its doors to a cohort of just 122 students. Since then, we have grown in both reputation and size. There are now more than 16,500 students studying at three campuses - in Colchester, Southend and Loughton (East 15 Acting School). All academic activity is organised into three faculties – Humanities, Science and Health and Social Sciences.

Staff communities, networks and forums

We are proud to have a number of [staff Networks](#) including: [Access Forum](#), [Black Asian and Minority Ethnic community Staff Forum](#), [Essex Women's Network](#), [Global Forum](#), [LGBTQ+ and Allies Community](#) and [Parent's Support Network](#).

Our Colchester campus based [Faith Centre](#) hosts regular services, meetings and events organised by our chaplains and faith representatives.

This document is produced by:

Resourcing Team



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Last updated: 13 May 2022