



## Gardens and Grounds Team Leader

### Job description

**Responsible to:** Estate Manager

**Hours:** 37 hours per week (November to March) and 39 hours per week (April to October)

**Salary:** £38,500 to £43,630

**Status:** Permanent

**Location:** Gannochy Trust Estate

### Job purpose

To lead and manage a team of grounds staff, directing their work. To ensure the Trust's grounds are maintained to a high standard. To oversee the maintenance of Doo'cot Cricket Park, Quarrymill Woodland Park and the Trust's other woodland areas. To contribute to the development of the grounds and woodlands. To work closely with the Estate Manager to promote high standards throughout the Trust's estate. To work flexibly to meet the requirements of the Trust including responding to emergency situations.

### Key tasks

#### ***Providing leadership and management:***

- leading and managing a team of grounds staff, including regular meetings and annual appraisals;
- overseeing the work of the grounds staff, ensuring high standards are maintained;
- setting work priorities and implementing work schedules and tasks;
- managing annual leave and any sickness absence including reporting and recording;
- identifying and addressing any training, learning and development needs including a regular programme of toolbox talks;
- working as part of the estates team to provide leadership and management across the Trust; and
- deputising for the Estate Manager as agreed on grounds related issues.

#### ***Manage the Trust's grounds and woodlands:***

- manage and direct an effective winter grounds programme, including salting and snow clearing;
- manage and direct an effective summer grounds programme, including planting, grass mowing and pruning;

- manage and direct the upkeep and maintenance of the beech hedging across the estate;
- manage and maintain the Trust's woodlands to a high standard; and
- contribute to the development and delivery plan for the management and maintenance of all the Trust's grounds and woodlands.

***Manage health and safety:***

- ensure the Trust's health and safety policy and procedures are followed at all times;
- manage all work within stated plans and risk assessments, ensuring the health and safety of the grounds team;
- ensure all grounds staff are provided with, and use, required personal protective equipment;
- timeously report any concerns, defects or risks that might impact on the health and safety of the grounds team, tenants and visitors;
- work with the Estate Manager and the external advisors to develop health and safety procedures and risk assessments relevant to the grounds team; and
- work with the Estate Manager to ensure good practice in health and safety across all operations.

***Manage resources:***

- maintain an inventory of all grounds tools, machinery and equipment;
- monitor all tools, machinery and equipment for defects and ensure they are repaired and replaced as required;
- ensure all tools, machinery and equipment are well maintained in accordance with statutory requirements and the manufacturer's servicing schedules and recommendations; and
- order, receive and store materials and supplies, following the Trust's financial and COSHH procedures.

***Any other duties:***

- to support the running of the Trust by covering tasks in the absence of other members of the grounds team or the Estate Manager;
- ensure good records are kept and maintained as appropriate;
- maintain good relations with tenants, suppliers and contractors to ensure the effective and efficient operation of the estate;
- to represent the Trust with external stakeholders; and
- any other duties as needed and as directed by the Estate Manager or Chief Executive.

## **Person specification**

The successful applicant will be able to demonstrate that they have the following **desirable** characteristics, or are capable through development to achieve these.

***Qualifications and learning:***

- relevant qualifications or experience, particularly in grounds maintenance and health and safety; and
- evidence of continuous professional learning.

***Experience:***

- managing and leading staff;
- developing and maintaining grounds to a high standard;
- managing winter and summer grounds maintenance programmes;
- working within, and complying with health and safety policy and procedures;
- contributing to a team and taking lead responsibility for particular areas of work;
- supporting the development and delivery of plans for change and improvement;
- responding appropriately and timeously to tenants and visitors; and
- delivering planned work efficiently and within agreed budgets.

***Job specific skills and competencies:***

- able to represent the charity to a high standard, developing and maintaining professional relationships internally and externally;
- skill in working with a wide range of people, groups and stakeholders;
- competent in managing tools, equipment and machinery to a high standard;
- skilled in contributing to and implementing risk assessments; and
- skilled in managing grounds and woodlands.

***Knowledge and understanding of:***

- grounds and woodlands development and maintenance;
- implementing health and safety policy, procedures and risk assessments; and
- planning and implementing improvements.

***Organisational behaviours:***

- demonstrates commitment to the vision and values of the Trust;
- communicates effectively with the Trust team and external people and organisations;
- seeks to continuously improve the operations and delivery of the Trust;
- works efficiently and effectively;
- willing to learn and develop own skills and support others;
- works well as part of a team;
- manages own workload well with ability to prioritise tasks;
- flexible and responsive in approach and attitude; and
- understands the importance of confidentiality and data protection.

***Personal circumstances:***

- driving licence and has the ability to travel to The Gannochy Trust office and other locations as needed to meet the requirements of the role;
- able to work flexibly out with conventional office hours to meet the requirements of the role.