Queen Mary University of London



Job pack

Message from the President and Principal



Thank you for your interest in this role and in Queen Mary University of London. Working at Queen Mary means being part of a unique, world-class global University with a long, proud and distinctive history.

Our founding institutions, the London Hospital Medical College, St Bartholomew's Medical College, Westfield College and Queen Mary College, were founded to provide hope and opportunity for the less privileged and otherwise under-represented.

Today, we remain true to the vision of our founders by continuing to improve lives locally, nationally and internationally through the seamless combination of our world-leading strengths in education and research.

The Queen Mary community – our staff, students and alumni – is the heart and soul of our University. We are proud to provide an inclusive and nurturing environment so that staff and students from all backgrounds can develop, flourish and achieve their full potential.

I look forward to welcoming you to our unique University and working with you to realise our ambitions.

Professor Colin Bailey, President and Principal

qmul.ac.uk

Athena Swan Silver Award

Gender Charter

Diversity & Equality Queen Mary

Queen Mary University of London

Our strategy 2030

In 2019, Queen Mary University of London launched a bold new Strategy with the vision to open the doors of opportunity. By 2030, we will be the most inclusive university of its kind, anywhere. We are doing this by building on our existing cultural diversity to create a truly inclusive environment, where students and staff flourish, reach their full potential and are proud to be part of the University. Continuing our long tradition of commitment to public good, we will generate new knowledge, challenge existing knowledge, and engage locally, nationally and internationally to create a better world.

We have five core values that will help us to reach this goal:

We are **inclusive**, supporting talented students and staff regardless of their background, and engaging with our local and global communities.

We are **proud** of the difference we can all make when we work collectively.

We are **ambitious**, fostering innovation and creativity, disrupting conventional thought, and responding with imagination to new opportunities.

We are **collegial**, promoting a strong community through openness, listening, understanding, co-operation and co-creation.

We are **ethical,** acting with the highest standards, and with integrity, in all that we do.

To enable our staff to flourish and to reach their full potential throughout their employment at Queen Mary, we offer a range of benefits:

Staff benefits

- Annual leave – the full-time annual leave annual entitlement is 30 working days (not including bank holidays).
- Season ticket loan scheme
- Pension scheme
- Reward and recognition schemes
- Staff Networks
- Cycle to work scheme
- Qmotion sport fitness centre
- Employee Assistance Programme
- Family friendly policies
- Flexible working practices

Job description

Job details	
Job title	Grounds and Gardens Supervisor
School/Dept/Institute Centre/Faculty	Professional Services / Estates and Facilities / EAF Service
Reports to	Facilities Manager
Grade and salary	Grade 3 (£33,928-£40,815 per annum)
Hours per week	Full-Time / 35 hours
Appointment period	Indefinite
Current location	Mile End/Whitechapel/CHSq/Chislehurst
Work activity type	Professional Services: Admin/Operational/Technical and Support

Job context

The Facilities Department is part of the Estates & Facilities Directorate and is responsible for providing a number of customer focussed services to provide a clean and well maintained working environment that supports teaching and learning and revenue generating activities at Queen Mary University of London. Queen Mary is committed to delivering high quality grounds, green spaces, and biodiversity enhancement activities across our 3 London campuses to benefit wildlife, students, staff and visitors. We are looking for a passionate, proactive, and people-focussed Grounds and Gardens Supervisor with good experience in high-quality horticulture.

This role will help deliver on Queen Mary's ambition to embed sustainability and good environmental practices across all areas of our operations. This will principally be achieved through initiating biodiversity and green space improvement activities which engage the wider university community through contributing to internal communications, supporting volunteering opportunities and completing reporting in line with our sustainability action plan

Job purpose

The post-holder will be required, as directed by the Facilities Manager, to supervise a team of Grounds staff to deliver grounds, gardening and external cleaning service to external spaces across the Mile End campus, ensuring these areas are maintained to a safe and clean standard for our students, staff and visitors.

The post-holder should have a good level of horticulture / landscape knowledge and experience of using gardening equipment for example mowers, strimmers, brush cutters, leaf blowers etc.

In this hands-on role, the post-holder is required to work with the team to ensure all work activities are completed to a high standard in accordance with the appropriate Service Level Descriptions and in compliance with University processes and procedures as well as the Health and Safety at Work Act.

The post-holder will assist the Facilities Manager in the planning, supervising and monitoring of the Grounds and Gardening Services and Team.

The post-holder will be expected to work with and support the other Facilities teams on high-profile events such as open days, graduations etc.

The Grounds and Gardens Supervisor will be required Monday to Friday, 35 hours, however, must be flexible to work some weekends and adjust working hours to meet key university calendar events. This may also include working between campuses at limited notice.

Main duties and responsibilities

- To provide a high-level of customer service to students, staff and visitors in regard to delivering grounds, gardening and external cleaning services.
- To supervise a small team of grounds staff in alignment with University policies and procedures in relation to sickness and absence management, including the management of annual leave to ensure service levels are maintained.
- To supervise the Grounds Team, ensuring they are trained and competent to carry out their work duties in accordance with agreed procedures and that standards are maintained.
- To plan, organise and monitor both the periodic and reactive duties of the Grounds Team; producing and monitoring a monthly maintenance schedule ensuring fair and effective distribution of work and to making adjustments, as and when required, in line with operational needs.
- To plan and implement creative seasonal planting schemes across key high profile areas.
- To inspect the work performed by the Grounds Team to insure best practise standards and techniques are adhered to in planting, plant maintenance and routine grounds maintenance work.
- To maintain of a range of common garden plants and trees, identify weeds, pests, diseases and disorders and to supervise and plan the application of herbicides, fungicides or insecticides to prevent or control them. The holding of PA1 and PA6 Spraying Certificates would be essential.
- To monitor and manage the Tree Safety Surveys for all campuses planning tree works according to
their priority.
- To provide on-the-job staff training and guidance on the safe use of equipment and chemicals relevant to the job to help enable to strong culture of safe working practices.
- To monitor, regularly inspect and maintain all grounds equipment to a high standard, monitor equipment, supplies and to assist in the procurement of necessary stock. Auditing all equipment on a quarterly basis and maintain an accurate asset register.
- To regularly report of the condition of equipment, enabling minor repairs or lifecycle replacement schedules.
- To carry out risk assessments, COSHH Assessments and Tool Box Talks for all allocated activities in liaison with the Assistant Facilities Manager, ensuring implementation of all recommended actions, follow-up and continuous improvement and compliance is achieved at all times.
- To lead and implement the university's Adverse Weather Policy (Snow and Ice Clearance) as and when required.
- To monitor the performance of staff, complete annual appraisals and to take the necessary action to manage routine performance and staff welfare issues under the guidance of the Assistant Facilities Manager
- To comply with Queen Mary Health and Safety guidelines at all times to ensure a safe workplace is maintained and to report and investigate accidents and near misses in a timely manner.
- To ensure all staff and working in Grounds Maintenance comply with agreed health and safety policies, procedures and COSHH regulations to ensure that all activities are undertaken in a safe manner.
- To manage the allocation of keys effectively and efficiently ensuring compliance with Queen Mary's security requirements are met at all times.
- To work in close association with the Cleaning Services Teams and promote a 'working together' culture.

- To have a some understanding of sustainability and how this can be implemented in the gardens and grounds team.
- To act as lead contact for queries across the University related to horticulture, green spaces and planting.
- To engage the wider university with grounds, gardens and biodiversity projects through supporting student and staff volunteering and sharing information with the communications team.

To represent the grounds and gardens team at internal meetings including providing reporting to sustainability committee and cross-departmental projects as required.

The above list of responsibilities is not exhaustive, and the jobholder may be required to undertake other duties commensurate with the level of the role as reasonably requested by their line manager.

This job description accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade.

Depending on strategic or operational needs, the jobholder may in the future be required to work for another existing or new organisational unit and/or at a different site within Queen Mary. This may be on a temporary or indefinite basis and may involve a change in line management and / or regularly working at more than one site.

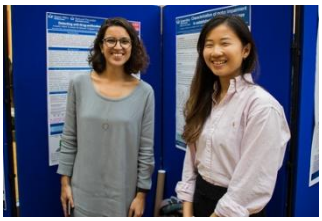
Queen Mary University of London

Person specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

Essential: Requirements without which the job could not be done.
Desirable: Requirements that would enable the candidate to perform the job well.

Qualifications	Essential	Desirable
GCSE English and Maths or equivalent or a vocational qualification/experience	☒	☐
Degree or HND in Horticulture	☐	☒
PA1 and PA6 Spraying certificates	☒	☐
Demonstrated relevant experience in supervising a grounds and gardening team across large locations	☒	☐
IOSH Managing Safely qualification or similar	☒	☐
Level 3 Diploma in Horticulture qualification	☒	☐
Hold and maintain a Full UK Driving Licence	☒	☐
GCSE English and Maths or equivalent or a vocational qualification/experience	☒	☐
Experience/Knowledge		
Understanding principles of tree management and care to ensure safety and promote healthy growth	☐	☒
Knowledge and experience of the principles of plant propagation, cultivation and upkeep of external spaces	☒	☐
Ability to supervise an operational service team to regularly deliver services to a high standard	☒	☐
Ability to plan and progress work activities of self and others	☒	☐
Knowledge of Health & Safety At Work Act and Fire Safety	☒	☐
Good knowledge of sustainability and how this can be implemented within the gardens and grounds team.	☐	☒
Skills/Abilities		
To have knowledge of biodiversity and be able to implement new initiatives in line with our Sustainability Action Plan 2020-23 and Strategy 2030	☐	☒
Ability to balance conflicting priorities and meet deadlines	☒	☐
Self-aware, able to exercise and demonstrate sound judgement, not only in making decisions but when to seek advice and involve others	☒	☐
Computer literate – Ability to use Microsoft Word / Excel / Email and Internet to develop electronic schedules and spread sheets	☒	☐
Good communication skills both written and verbally to communicate work activities to team members	☒	☐





Excellent organisational skills, a methodical approach and strict attention to detail	☒	☐
Other		
Able to carry out grounds and gardens duties, which requires extensive Manual Handling and Lifting Heavy Objects	☒	☐
Customer focused, cooperative and of a friendly disposition	☒	☐
Must be flexible and willing to accept change	☒	☐
*The ability to meet UK 'right to work' requirements	☒	☐

* The University has a legal responsibility to ensure that all potential employees can provide documentary evidence of their legal right to work in the UK prior to commencing employment.

Visa Sponsorship

For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and is able to issue a Certificate of Sponsorship (CoS) to successful candidates who are offered skilled roles and meet the eligibility criteria. The CoS enables candidates to apply for a Skilled Worker visa. Further information on the Skilled Worker visa can be found via: www.gov.uk/skilled-worker-visa

Global Talent Visa Route

The Global Talent visa is an alternative route to sponsorship, directly applied for by the applicant. It is open to those wishing to work in the UK and who are a leader or potential leader in the fields of academia or research, arts and culture, and digital technology. Further information on the Global Talent Route can be found via: https://www.gov.uk/global-talent

For additional information on both visa sponsorship and non-sponsorship visa routes, please visit the UK Visas and Immigration website: https://www.gov.uk/browse/visas-immigration/work-visas

Academic Technology Approval Scheme (ATAS)

Academics and Researchers applying for Skilled Worker visas and Sponsored Researchers applying for Government Authorised Exchange visas who will be undertaking research activities, at PhD level or above, in the one of the ATAS listed subject areas will be required to obtain an ATAS certificate before they can apply for a visa to work in the UK.

Exemptions will exist for nationals from the EEA, Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland and USA and those applying for Global Talent Visas. For further information on this, please visit the UK Visas and Immigration website: https://www.gov.uk/guidance/find-out-if-you-require-an-atas-certificate






EDI Initiatives

Queen Mary is committed to advancing Equality, Diversity and Inclusion (EDI). We hold a Silver Institutional Athena SWAN award for advancing gender equality and champion a number of EDI initiatives across the University. We also offer a number of development programmes including Springboard, Aurora and B-MEntor.
We are committed to championing EDI relating to all protected characteristics and other underrepresented and marginalised groups under the Equality Act 2010. We offer 'Introducing Inclusion' training for staff to give them an understanding of EDI related issues and provide them with the tools needed to champion inclusivity and embed best inclusive practice in all the work they do. EDI is built into everything we do at Queen Mary, and is championed through a well-established governance structure. If you are interested in learning more about Equality, Diversity and Inclusion at Queen Mary and how to get involved then please contact hr-equality@qmul.ac.uk.

Flexible Working

Queen Mary is proud of the diversity of its staff and students. We encourage inclusive practices in everything that we do, to ensure that everyone who works here feels valued and enabled to have a positive working experience. We are therefore open to considering applications from candidates wishing to work flexibly, balanced against business need. Our Flexible Working Policy includes examples of some of the flexible working arrangements that could be considered. If you feel that this is something that may be of benefit to you, please do ask.

Family Friendly Policies

Queen Mary recognises the commitments that staff have to their family and the importance of work-life balance. To support this Queen Mary offers a range of family friendly policies with enhanced rates of pay available for family-related leave, following a qualifying period of service.

Further Information

Details about the school/Department/Institute can be found at:

www.qmul.ac.uk/xxx

Informal enquiries should be made to:

Name: Scott Keeble - Facilities Manager

Tel:

Email: s.keeble@qmul.ac.uk

General Information

Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The Queen Mary salary structure includes automatic pay progression within the published grades, subject to service, funding and performance. In addition to this, there are performance related annual pay review schemes in place.

