

Job Description

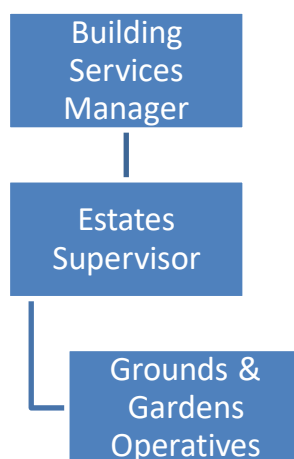
Job Title:	Grounds and Gardens Operative		
Band:	3 (Indicative)		
Department:	Estates		
Care Group:	YTHFM		
Reports To:	Estates Supervisor		
Accountable To:	Head/Assistant Head of Estates		
Professionally Accountable To:			
Responsible For:	N/A		
Main Base/ Site:	York/East Coast		
Contract Status:	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Fixed Term	<input type="checkbox"/> Other:
AfC Reference Number:	96/2023		



JOB SUMMARY

The basic purpose of this post is to maintain all grounds and gardens across the Trust estate. The role will primarily be based outdoors in a variety of weather conditions, with tasks including mowing, planting, trimming, snow/ice clearance, litter picking and keeping the sites tidy and presentable. The post holder will frequently work without constant direct supervision, prioritising their own weekly workload, and will operate a range of specialist equipment. They will be expected to undertake appropriate training, including Health and Safety training, and follow safe working practices. The role may be asked to participate in an on-call rota.

ORGANISATIONAL CHART



KEY RELATIONSHIPS

- Estates Supervisor
- Facilities Colleagues
- Ward & Departmental Colleagues
- Engineering Managers
- Trade Colleagues
- Staff from other organisations occupying Trust buildings
- Contractors

KNOWLEDGE AND SKILLS

1. Communication and Relationship Skills

- Feeding back information to aid the control of stock of materials used on a day-to-day basis.
- Communicate effectively and appropriately with key stakeholders, providing routine information to a range of people, including patients and visitors.

2. Knowledge, Training and Experience

- Formal training and experience in:
 - Using powered/portable power tools as required; hedge trimmer, lawn mower, strimmer, leaf blower and hand tools.
 - Using specialist equipment appropriate to particular tasks; chainsaw, ride-on-mower, tractor.
- Grounds maintenance empty all external bins including MSCP bins and empty large skip from rubbish store in MSCP as required. Sweep clean footpaths as required keeping litter free and free from all debris including cigarette ends around the whole site.
- Grass cutting, hedge trimming, strimming, and pruning, weeding, plant maintenance, watering tubs and pots using manual and mechanically propelled equipment to carry out all gardening tasks.
- Plant and pest identification.
- Attending relevant training courses when required.
- Maintain all grounds and gardens throughout the Trust estate as required, working to a range of procedures and practices, some of which are not routine,

3. Analytical Skills

- Carry out risk assessments prior to undertaking external maintenance activities.
- The post holder will use their own initiative to assess a range of tasks which require analytical skills (for example assessing task against weather conditions and ground conditions when using a ride-on mower), seeking advice from the Supervisor only when appropriate.

4. Planning and Organisational Skills



- Assisting in the prioritising and planning of incoming workload as it occurs daily.
- Recording of details of work carried out within set time-scales.
- Actively participate in and support the operation and delivery of planned maintenance schedule.
- Working flexibly when necessary to accommodate the working patterns of the hospital.

5. Physical Skills

- To drive Estates vehicles to transport trust equipment and tools to remote sites at short notice.
- Drive/operate equipment such as chainsaws, ride-on mower and tractor.
- Basic keyboard skills.

RESPONSIBILITIES

6. Responsibilities for Patient/ Client Care

- The post holder may be required to provide information and guidance to patients (in an inpatient setting) in relation to grounds and gardens and wayfinding.

7. Responsibilities for Policy and Service Development

- To actively participate in Estates Service Groups bringing forward and implementing policies and procedures to improve the efficiency of the Estates Department.
- To constantly strive to improve health and safety in own work area and throughout all working environments, proposing changes to method statements and risk assessments.

8. Responsibilities for Financial and Physical Resources

- The post holder is responsible for the safe use of equipment, maintenance and repair of the Trust's assets and premises.

9. Responsibilities for Staff/ HR/ Leadership/ Training

- The post holder is expected to provide training both practical & theoretical to new members of the team and agency staff on an ad hoc basis. The post holder will contribute to the training of apprentices during their initial multiyear apprenticeship programme.

10. Responsibilities for Information Resources

- To complete data entry as required supporting the Labour Management System (LMS).
- To complete service records in line with Health & Safety requirements (eg COSHH).

11. Responsibilities for Research and Development

- On a regular basis, undertake equipment testing for all new equipment as required by legislation and guidance, undertakes conditions surveys of grounds and exterior of buildings, reporting identified issues to the Supervisor.



12. Freedom to Act

- Carry out routine duties referring to standard operating procedures as required. A supervisor would be available if needed, but working independently is a routine part of the role.

EFFORT AND ENVIRONMENT

13. Physical Effort

- There is an ongoing requirement to exert light physical effort – frequently using a range of tools to complete tasks, for the duration of the shift.

14. Mental Effort

- To complete work to a high standard where prolonged concentration is required and prioritisation between tasks is needed.

15. Emotional Effort

- Exposure to distressing or emotional circumstances is rare.

16. Working Conditions

- To maintain grounds and property assets in extreme environments and in highly unpleasant working conditions as a routine part of the role (occasional cleaning of bodily fluids).
- The post holder will be required to work outside throughout the seasons.

KEY VALUES

The Trust would expect all employees to demonstrate our values as part of their day to day working lives:

- We are **kind**
- We are **open**
- We pursue **excellence**

These values are underpinned by behaviours:

We are **kind**, this means we:

- **Respect** and value each other;
- Treat each other **fairly**;
- Are **helpful**, and seek help when we need it.

We are **open**, this means we:

- **Listen**, making sure we truly understand the point of view of others;
- Work **collaboratively**, to deliver the best possible outcomes;
- Are **inclusive**, demonstrating everyone's voice matters.

We pursue **excellence**, this means we:

- Are **professional** and take pride in our work, always seeking to do our best;
- Demonstrate high **integrity**, always seeking to do the right thing;
- Are **ambitious**, we suggest new ideas and find ways to take them forward, and we support others to do the same.

STANDARD GENERIC ITEMS:

The post holder will uphold and support these values in accordance with the Behavioural Framework. To this end, in our goal to promote and embed equality and diversity throughout the organisation, the post holder will ensure that everyone is treated as an individual, with dignity and respect.

In addition to observing the departmental rules and procedures, which all staff are required to observe and follow, the post holder is also required to follow the Trust's general policies and procedures that apply to the employment relationship. Whilst the Trust recognises specific responsibilities fall upon management, it is also the duty of the post holder to accept personal responsibility for the practical application of these policies, procedure and standards. The post holder should familiarise themselves with these, and ensure they have an understanding of them, and adhere to them.

The Trust has a No Smoking Policy. All its premises are considered as non-smoking zones.

In order to ensure the Trust's ability to respond to changes in the needs of the service, the Trust may make changes on a temporary or permanent basis, that are deemed reasonable in the circumstances, to the duties and responsibilities outlined in the job description. Any changes will be made with reasonable notice, taking into account the circumstances of the Trust and the post-holder.

This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the post. It may be subject to change as the organisation and services develop and wherever possible change will follow a consultation with the post holder.

JOB AGREEMENT:

Job Holder (PRINT NAME)	
Job Holder (SIGNATURE)	
Date	

Recruiting Manager (PRINT NAME)	
Recruiting Manager (SIGNATURE)	
Date	

Person Specification

Grounds & Gardens Operative

Criteria	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none"> GCSE Maths and English (Grade 4/C) or similar literacy and numeracy qualifications. Certificate of Competence in Application of Pesticides using Pedestrian Hand Held Equipment – NPTC Level 2. 	<ul style="list-style-type: none"> Willingness to undertake further training as required / necessary. Knowledge of plant pests and diseases. Previous experience of working for the NHS or another public sector organisation. Certificate of competence in Brush cutting operations NPTC level 2 or within 18 months.
Experience and Knowledge Required	<ul style="list-style-type: none"> Good general knowledge of horticulture. Knowledge to a competent level. Previous experience of grounds maintenance and working in a maintenance environment. Have good plant knowledge Good pruning skills Good communication skills Current full UK-valid Driving Licence (The current driving license should not amass 12 points within any 3-year period. For new drivers they should not amass 6 points within the first 2 years of passing their test. Driving category for a Car is B.) 	<ul style="list-style-type: none"> Previous experience of working for the NHS or another public sector organisation. Good basic IT software Knowledge of plants, pests and diseases.
Skills and Attributes	<ul style="list-style-type: none"> Resourceful, trustworthy, reliable, and self-reliant Good communicator The ability to support other members of staff including passing on technical knowledge. Ability to work under pressure. Ability to work without constant direct supervision. 	

	<ul style="list-style-type: none">• Enthusiasm / motivation / customer-oriented approach to delivery of services.	
Aptitude and Personal Qualities	<ul style="list-style-type: none">• Demonstrate a flexible approach to the hours and nature of work when necessary.	
Values & Behaviours	<p>Ability to demonstrate our organisational values and behaviours:</p> <ul style="list-style-type: none">• We are Kind.• We are Open.• We pursue Excellence.	

