

Summary

Job title	Team Leader (Landscaping & Projects)
Division	UAS
Department	Estates Services – Parks Department
Location	Tentorium, South Lodge, South Parks Road, Oxford, OX1 3RF
Grade and salary	Grade 5: £31,459 -£36,616 per annum
Hours	Full time – Part Time will also be considered
Contract type	Fixed-term (18 months)
Reporting to	Team Supervisor
Vacancy reference	178503
Additional information	<p><i>38 days annual leave (inc BH's)</i></p> <p><i>University pension scheme</i></p> <p><i>Training and development opportunities</i></p> <p><i>PPE provided</i></p> <p><i>Overtime available</i></p> <p><i>Other university benefits shown below</i></p>

The role

The University Parks Team has care of the University Parks and all the University's green functional estate. This includes the green spaces around all University departmental buildings. The department also runs a substantial contract business that accounts for at least half of the department's activity.

The post holder will report to the Team Supervisor. Carrying out practical work activities and working as part of a team are the key attributes to this role. The post holder will have specific areas of responsibility and will be expected to lead teams as well as mentor apprentices or other members of staff.

Self-motivation, good organisational and communication skills and the ability to be proactive. It would be ideal for someone looking to develop themselves and their career prospects in landscaping whilst working amongst world renowned urban landscapes.

Responsibilities

Landscaping and Projects

- Support the project team in delivering the lifecycle of a project.
- Inspect sites before work commences and provide photos, measurements etc. to enable quotations



- Review, analyse, and provide feedback on a business case to ensure the project remains valid.
- Engage with all stakeholders to ensure that project initiation, progress and delays are regularly, clearly and consistently communicated.
- Assist the Projects Manager to develop, update, and continually review the scope of the project.
- Identify and manage risks and opportunities, to drive successful project delivery.
- Work with the Projects Manager to plan the resources required to deliver a project or the activities within the project.
- Work with the Projects Manager to lead the onsite installation of soft and hard landscaping projects, making sure key milestones and stages are all completed on time to a high standard, maximising the team's onsite productivity
- Undertake all aspects of hard and soft landscaping to industry standards
- Operate a range of machinery such as MEWP, tractors, excavators, dumpers, etc.
- Make extra efforts to undertake works in set timeframes
- Provide information to the Projects Manager that will enable him/her to collate, analyse, and report on information relating to project performance.
- Inspect sites after work has been completed and report back any issues to the management team
- Review the project and report on lessons learned which contribute to continuous improvement for future project delivery.

Leadership

- Lead projects and landscaping onsite, directing other staff and contractors
- Ensure teams are fully equipped to undertake projects, including preparation of equipment, ordering of materials and completion of Health & Safety documentation
- Support and mentor other team members including apprentices
- Deputise in the absence of managers as required

Health and Safety

- Set an example to the rest of the team in safe and efficient working
- Assist in the development and implementation of the Department's H&S policy
- Comply with H&S regulations, including checks and the maintenance of records
- Carry out toolbox talks, machinery training and induction training as required
- Carry out dynamic and site-specific risk assessment and actively review/implement safe systems of work
- Work to risk assessments and method statements by managing, reducing or eliminating operational risks, communicating these risks and control measures to colleagues and the public
- Ensure the team is completing prestart checks, job sheets and related H&S documentation

Security

- Share responsibility with other members of staff to ensure the overall security of sites, buildings and equipment
- Liaise with the University Security Services in maintaining security of the Parks

Other Duties

- Develop your own skills and knowledge through regular continued professional development
- Take responsibility for assisting Supervisors and the Yard Foreman with yard operations each day, to include amongst other things loading and unloading vehicles in accordance with the safe systems of work procedures
- Carry out other duties commensurate with the post that may be required such as assisting the wider University Parks and Estates Services teams
- Observe the University's standards of conduct and the Estates Services' team charter

Selection criteria

Essential selection criteria

- Driving is an essential part of the job so a full, clean driving licence will be required
- Level 2 Certificate in Horticulture / Arboriculture / or other land-based occupation
- Demonstrable understanding of H&S legislation, risk assessments and H&S best practice

- Plant operator's certification (e.g. excavators, dumpers, etc.)
- Significant experience within soft and hard landscaping, and good and demonstrable knowledge of landscaping practices
- Familiarity with a wide range of plants, and a willingness to develop horticultural knowledge
- Competence in the use of IT for communication, inspection and record-keeping
- Ability to take direction and work proactively
- Ability to work as part of a team and to liaise efficiently with the management team.
- Ability to lead staff and sub-contractors effectively making sure jobs are completed to a high standard, instilling best practice and maximising the team's onsite productivity
- Flexible approach to the work required
- The ability to mentor apprentices and train others as part of the role

Desirable selection criteria

- Medium/large vehicle licence (C or C1)
- NPTC (or equivalent) qualifications
- MEWP certification – IPAF 1(b)
- Forklift or telehandler certification
- CAT Cable Detection Training
- CSCS Gold or Blue Card

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Working at heights
- Lone Working
- Work in hot or cold environments
- Driving on University business
- Regular manual handling
- Work with allergens, Eg, pollen, dust, etc.
- Work with any substance which has any of the following pictograms on their MSDS:



About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Estates Services

Estates Services is responsible for the management and strategic direction of Oxford University's functional and commercial estate within Oxfordshire. This comprises some 450 buildings and the infrastructure associated with them.

Estates Services was created on 1 October 2012 with the merger of the Estates Directorate and the Land Agent's Office, bringing together for the first time all the University's estates, property and asset activities into one organisation. The Graduate Accommodation Office, The University Parks and Wytham Woods are now part of a new Asset and Space Management team and Estates Services has a broad and diverse remit covering:

- Development of the University's Estate Strategy
- Management of the University's functional estate (which includes laboratory and teaching facilities, offices, museums, and libraries) and housing for graduate students and staff;
- Facilities Management for a growing number of University buildings
- Management of the University Parks and Wytham Woods
- Management of the University's commercial, agricultural and residential land and property assets
- The development of all capital building projects, running at around £60m - £90m per annum
- Repairs and maintenance of buildings and infrastructure (except IT and Telecoms)
- Programmes of refurbishment, replacement and minor works
- Reactive maintenance via the Helpdesk
- Environmental sustainability
- Space management and maintenance of space and property records
- Maintenance of a safe and secure physical environment for staff, students and visitors by Security Services.

For more information please visit: <http://www.admin.ox.ac.uk/estates>

UAS Division

University Administration and Services (UAS) is the collective term for the central administrative departments of the University. UAS comprises structures to:

- support the University's core academic purposes of teaching, learning and research;
- ensure the University can meet the requirements of government, funding bodies and other external agencies; and
- facilitate the attainment of the objectives set out in the University's Strategic Plan.

The offices of the UAS sections are spread across the city centre, with the main University Offices located in Wellington Square.

For more information please visit: <http://www.admin.ox.ac.uk/>

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of three referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

If you currently work for the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly – Paul Hutchinson (Operations Manager & Deputy Head of Parks) paul.hutchinson@admin.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>