

ESTATES SERVICES

Summary

Job title	Team Supervisor (Training and Development)
Division	UAS
Department	Estates Services – Parks Department
Location	South Lodge, South Parks Road, Oxford, OX1 3RF
Grade and salary	Grade 6: £34, 982 - £40,855
Hours	Variable hours
Contract type	Fixed Term (18 Months)
Reporting to	Operations Manager / Deputy Head of Parks
Vacancy reference	179350
Additional information	<p><i>38 days annual leave (incl bank holidays)</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> <p><i>Enhanced DBS Required</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 directly to the Operations Manager and will have specific responsibility for training and development of parks staff, management of the apprentices and shared management of the on-site nursery. The post holder will be expected to lead, mentor and train teams of apprentices, along with other members of staff who require development, and also deal with a broad range of practical horticultural tasks as required.

The post-holder should possess a craft qualification or degree (e.g. National Certificate, BTEC National Diploma, City & Guilds or NVQ) in horticulture unless suitable experience can be demonstrated, plus other essential criteria as list below. Additionally, significant experience in Horticulture is required, along with proven supervisory experience.

Self-motivation, good organisational skills, and the ability to develop further technical skills, and gain future qualifications are essential for this role.

Responsibilities

Training:

- Manage and mentor the apprentices, reporting to the Operations Manager about their progress.
- Assist with supporting and developing each apprentice providing support with theoretical work, plant identification and practical training. This includes holding progress meetings with the college and assisting with progress review meetings.
- Ensure the health and safety of apprentices and parks staff when working on site, and assist in the development and management of the departmental Health and Safety policy. Carry out toolbox talks, machinery training and induction training as required. Carry out dynamic and site-specific risk assessment and actively implement and review safe systems of work
- Create a training plan for apprentices and deliver on the job training relevant to their apprentice framework, including but not limited to machinery, planting out, cuttings and greenhouse work, lawn care, plant nomenclature, pruning, border maintenance etc.
- Create a training framework for all Parks staff and effectively manage the training matrix ensuring that all staff have the correct training and this is kept up to date in line with industry benchmarks in combination with the Operations Manager and Admin Team.
- Train Parks staff in the correct use of equipment including, leaf blowers, hedge cutters, mowers, strimmers, etc. and safe working procedures.
- Develop and run regular training sessions for staff on various Horticultural topics.
- Plan and run regular external training sessions and CPD visits for parks staff
- Supervise work experience students when required.

Supervision:

- Line manage the staff working in the University Parks, including the Head Gardener, working closely with the Operations Manager in forward planning and implementation of daily, weekly and seasonal work schedules for the University Parks.
- Monitor performance, absence and disciplinary issues in relation to line reports, carrying out informal counselling and performance reviews as required, in conjunction with managers and HR.
- Work with the team supervisors and team leaders to train apprentices and grounds maintenance staff in on-site gardening operations and ensure work is completed on time and to the appropriate standard.
- Supervise general grounds maintenance, including manual and chemical weed control, sweeping and litter removal, clearance work, mechanical and manual cultivations, chipping/shredding of waste, and mulching.
- Supervise border maintenance, including pruning of shrubs, climbers, and small trees, care of planting (to include staking, training, and carrying out plant protection measures), and care of shrubs, herbaceous plants and seasonal bedding.
- Supervise lawn maintenance, including mowing and seasonal operations using a wide range of equipment to maintain high quality lawn areas; this will also include the application of fertilizers and herbicides.

- Teach safe use and operation of a wide range of vehicles and machinery and equipment to include safe operation and routine maintenance.

Nursery Work:

- Manage the on-site nursery in combination with the Operations Manager, ensuring standards are maintained and goods and sundries are ordered as required.
- Teach about a wide variety of plants and the requirements for their successful propagation and cultivation

Health and Safety

- Assist in the management of the departmental Health and Safety policy.
- Monitor, report and advise on Health and Safety; including reporting of accidents and near misses.
- Provide instruction and supervision for the correct and safe use of horticultural chemicals, equipment and vehicles, including the management of records in line with health and safety legislation, routine maintenance and operator training as necessary.
- Ensure line reports are compliant and have up to date training in relation to Health and Safety. This will include carrying out toolbox talks, machinery training and inductions for new staff.
- Retain up to date health and safety records, i.e. for pesticides, equipment etc.
- Carry out risk assessments and develop method statements
- Ensure that all areas of the University Parks are in a safe and tidy condition.

Security

- Share responsibilities with other senior members of staff to ensure the overall security of buildings and equipment.
- Work to a duty rota to cover opening and closing up of buildings and facilities before the working day commences and after the working day finishes.
- Liaise with the University Security Services in maintaining security of the Parks.

Other duties:

- Participate in the recruitment of apprentices and line reports.
- Other duties as may be specified from time to time by the Parks management team.
- Some weekend working and out of hours emergency cover will be required by agreement.

Hazard-specific / Safety-critical duties

See: www.admin.ox.ac.uk/personnel/recruit/preempcheck/compulsorychecks/medical

This job includes the following hazards or safety-critical activities which will require successful pre-employment health screening through our Occupational Health Service before the successful candidate will be allowed to commence work:

- Working at heights
- Lone Working
- Work in hot or cold environments
- Driving on University business
- Work with any substance which has any of the following pictograms on their MSDS:



Workers have a duty to take care of their own health and safety and that of others who may be affected by your actions at work. Workers must co-operate with employers and co-workers to help everyone meet their legal requirements.

Selection criteria

Candidates will be judged on the basis of the following criteria and should ensure that their application shows how they meet the criteria. Candidates will be expected to give examples of relevant experience.

Essential selection criteria

- A craft qualification or degree, (e.g. NVQ level 3, BTEC National Diploma, City & Guilds, NCH in Horticulture)
- Lantra Training and/or NPTC on a range of machinery and equipment
- Significant and demonstrable horticultural experience (other land-based backgrounds may be relevant) and excellent plant knowledge.
- Staff management experience
- Full, clean UK driving licence
- Demonstrable skills in decision making, problem solving, planning and organising
- Good interpersonal skills; to take the lead where necessary and be able to pass on knowledge of horticultural techniques and instil best practise.
- Basic IT skills such as Outlook, Word, Excel

Desirable selection criteria

- Hold, or be working towards, a recognised teaching or assessing qualification
- Demonstrable track record of supervising trainees and volunteers in a Horticulture Environment.
- Nursery work experience

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>

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>

University Parks Department

The 70 acres that is now the University Parks was purchased by the University from Merton College over a period of eight years from 1853. It developed in a piecemeal way, and there have been many changes, largely influenced by development of the land around it. It is one of the few parks still in private ownership and is listed grade II by English Heritage. It is used by members of the University and local residents, and receives many visits from tourists to Oxford all year round.

The Parks provides a unique blend of amenity and recreational space, and has an extensive plant and tree collection. Sporting facilities have been a major feature since 1865. The University Sports Department is responsible for the care and maintenance of pitches. There is a first-class cricket ground that is the home of the University Cricket Club. Tennis, rugby, football, American football and lacrosse are also played here.

Over the last 50 years the department has gradually taken over the care of most University departmental grounds, as well as many iconic sites that are seen and appreciated not only by members of the University but also by local residents and thousands of visitors every year. Other areas are perhaps seen only by relatively small numbers of staff that work in that particular department, but they often feel that these areas are equally important to their working environment.

The Curators of the University Parks are members of the University who are elected to oversee the management of the Department. They meet on a termly basis to receive reports and advice from the Superintendent of the Parks, and to agree management policy within the guidelines that are set down by the University Administration. The Department is partly grant funded by the University but also needs to raise income from other activities.

To meet this need we run a substantial contract business offering horticultural and arboricultural services to Colleges and other local organisations. A broad range of activities are carried out, including most types of grounds maintenance, hard and soft landscape work, tree surgery and surveying. These activities generate income which is essential to the running and financing of the department.

We have invested heavily in equipment in recent years and efficiency has improved considerably as a result. The fleet of equipment is modern and we continue to look for affordable improvements.

Currently we employ 38 staff, the majority of whom have a horticultural background.

The University of Oxford was a founder member of the Athena Swan Charter and holds a silver institutional Athena Swan in recognition of the advancement of gender equality: representation, progression and success for all.

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 two 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 at university.parks@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>