

Grounds Manager

Department: Infrastructure, Housing and Environment

Division: Sport

Reports to: Operations Manager (Dry Facilities)

JE Reference: IHE1089

Grade: Civil Service 11

JE Date: 26/4/2022

Job purpose

Responsible for leading the maintenance and development of the grounds linked to the Government's sport facilities (e.g. playing fields and artificial pitches including cricket squares, football pitches, croquet lawns, bowls greens, tennis courts and their surrounds). Developing and implementing plans in line with the Government's strategic objectives. Overseeing and project managing renovation projects as well as scheduling, facilitating and quality controlling routine maintenance activities. Rendering and interpreting professional advice as well as public opinion to inform maintenance and development plans to optimise customer experience and use of the outdoor facilities.

Job specific outcomes

Create medium to long term section plans to feed into the Sport Division's business plan, to maintain and develop grounds linked to the Government's Sports facilities (e.g. playing fields and artificial pitches) in line with the Government's strategic objectives. Identifying, prioritising and delivering improvements in consultation with colleagues, contractors, advisors, private clubs, other customers and members of the public to ensure the work delivered meets the legal, policy and guideline requirements as well as balancing social environmental and economic factors.

Initiate regular technical assessments and respond to recommendations in relation to the condition of the grounds (e.g. from within STRI agronomy reports). Maintaining good technical knowledge to interpret the recommendations and co-ordinate the appropriate response from the maintenance and development team. Ensuring all aspects of maintenance (e.g. soil and grass treatments / fertiliser applications, disease management, top dressing) as well as future development plans (e.g. landscape, aeration, drainage) are appropriate.

Responsible for a delegated budget for the maintenance and capital improvements of the grounds and outdoor facilities in line with the Government's plans and financial directions. Monitoring capital and revenue expenditure to ensure financial targets are met and a competitive value for money service is provided. Plan and communicate future revenue requirements for inclusion in the annual business plan, identifying and developing opportunities to generate income.

Oversee the best utilisation of staff and physical resources to ensure the delivery of high quality and cost-effective maintenance and development of the grounds. Leading on the recruitment and selection of new members of the team. Identifying and addressing training needs as necessary. Developing and monitoring outcomes against key performance indicators (KPIs).

Source and procure the required contracted services and specialist / high value equipment for ongoing maintenance as well as specific development works in compliance with the financial

directions. Determining the specifications, evaluating tendered proposals, selecting third party contractors and authorising contracts. Overseeing contract management to ensure performance is maintained and managed against agreed Service Level Agreements (SLAs) and KPIs.

Develop operational, emergency and safety procedures liaising with the IHE Office of the DG Health and Safety Team, with responsibility for ensuring these are clearly communicated, understood by and adhered to by employees and contractors whilst carrying out routine maintenance or the implementation of improvement projects. Overseeing and signing off Risk Assessments and Safe Systems of Work (SSOW) for the work carried out by the team.

Ensure the Safety Compliance and Technical Lead is provided with regular updates on the daily safety inspections of the surface conditions, outdoors sports and play equipment conducted by Grounds Persons. Including any defects or repairs undertaken.

Role model excellent customer service standards by maintaining good working relationships with the various private clubs and associations, schools, customers and members of the public that utilise the grounds, playing fields and artificial pitches. Thinking ahead for customers to pre-empt their needs where possible and acting as a point of escalation for dealing with queries and complaints.

Work with the Promotions & Sports Events Co-Ordinator to prepare and deliver Island Sports events, co-ordinating other teams, departments or specialists as necessary. Attending Island Sports events to ensure the proper and intended use of grounds and related outdoor facilities. Always ensure safeguarding particularly for children and vulnerable adults.

Maintain familiarity with industry trends including Hybrid and artificial surfaces to ensure specialist grounds and outdoor facilities are operating at the forefront of industry guidelines and best practice.

Provide support in Island-wide emergencies / major instances if they occur/happen. For example, providing additional specialist vehicles (e.g. following severe weather for clearing storm debris, snow), expertise relating to maintenance and repair of specialist vehicles and equipment, and back up to the emergency services (e.g. providing specialist skills such as tree felling, spare parts or equipment).

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Services

Management of Grounds and Outdoor Sports Facilities Maintenance and Development

Organisation chart

TBC

Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>Level 6 Degree qualification or equivalent in a relevant specialism (e.g. Agriculture, Horticulture, Plant Science, Soil, Turfgrass Management, Groundsmanship, or Sports Science.</p> <p>Middle management qualification or equivalent (e.g. CMI Level 5)</p> <p>IOSH Certificate for Managing Safety or equivalent</p>	<p>Qualifications in specialist areas that include bowling greens, cricket, pesticides, felling trees.</p> <p>First Aid at Work Certificate and a Defibrillator Certificate (with the ability to attend refresher training as required).</p>
Knowledge	<p>Good technical knowledge to interpret agronomy reports in relation to turf grasses, appropriate environments, cultivator performance, pests and disease control strategies, soil hydraulics and related drainage and irrigation issues.</p> <p>Knowledge of both natural and artificial playing surfaces for a variety of sports (e.g. football, cricket, bowls), typical wear patterns, soil damage and the maintenance required.</p> <p>Related IT Packages, including Microsoft Excel and Word</p> <p>Up-to-date knowledge of Local and UK Health and Safety standards and their application in the Sports Division.</p> <p>Safe guarding particularly for children and vulnerable adults service users.</p>	<p>Knowledge of GoJ H&S policies and their application in the Sports Division.</p>
Technical / Work-based Skills	<p>Strong fluency in English</p> <p>Ability to travel between sites in a reasonable timeframe</p>	<p>Full Clean driving license.</p>
General Skills/Attributes	<p>Problem solving, negotiation and influencing skills. With proven ability to handle and interpret a range of information from a variety of sources</p> <p>Strong interpersonal skills and the ability to motivate teams to deliver quality customer care.</p> <p>Ability to manage others to facilitate the achievement of high delivery and performance and manage poor behaviour.</p>	

	Excellent team player, observant and diligent	
	Excellent organisational, numeracy and written skills	
Experience	<p>At least 5 years' qualified experience in the sports turf industry and practical experience in grounds maintenance / development in a similar environment. Member of a Grounds Management Association.</p> <p>Experience working in agronomy, soil fertility programming, disease, weed and pathogen identification.</p> <p>Management of staff and budgets. Recruitment and Selection</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 4 core accountabilities attributes and behaviour indicators.

Organisational structure

One Government Departments

