University of Salford MANCHESTER

Job Description

Role Title:	Gardener
School / Dept:	Estates and Facilities
Reference:	MPF376
Grade:	Grade 3
Full or Part time:	Full Time
Hours:	1.0 FTE / 36.25
Reports to:	Landscape Services Team Leader
Responsible for:	No direct reports

Overview

Estates & Facilities provides a comprehensive management service that underpins the University's core objectives in teaching, research, and delivering an exceptional student experience. We are responsible for the stewardship, maintenance, and development of a diverse and complex estate, balancing immediate operational needs and longer-term priorities including asset performance, safety, sustainability, and compliance. Our estate is distinctive and reflects the unique character of the University of Salford. We take pride in preserving its heritage, enhancing its quality, and shaping it for future generations. Our commitment is to create outstanding facilities for researchers and provide inspiring, modern learning and teaching environments that empower the next generation of world changers.

Reporting to the Team Leader (Landscape Services), the Gardener will be responsible for maintaining the estate landscape, carrying out a range of ground maintenance and landscaping installations throughout the University estate, working alongside team members and carrying out work activities within defined Service Level Agreements.

Role Purpose

The Gardener will be responsible for carrying out a wide range of grounds maintenance and landscaping activities across the University estate, ensuring that external areas are maintained to a high standard and contribute positively to the overall campus environment. The role involves undertaking routine and seasonal grounds maintenance tasks, landscape improvement works, and

other manual duties as required, either independently or as part of a wider team. In addition, the Gardener will provide support to other Estates and Facilities trade teams where appropriate, contributing to the efficient delivery of maintenance and operational services across the estate.

Principal Duties & Responsibilities

- Carry out a comprehensive range of grounds maintenance, horticultural and landscaping activities across the University estate, ensuring all external areas are maintained to a high standard in accordance with agreed service levels, industry best practice and University standards.
- Undertake routine and seasonal grounds maintenance activities, including grass cutting, hedge trimming, pruning, planting, weed control, cultivation, watering and the general upkeep of landscaped areas.
- Interpret and work from instructions, landscape plans, drawings, design layouts and specifications to support the delivery of landscaping projects and estate improvement works.
- Install, establish and maintain new landscaping schemes, planting projects, biodiversity initiatives and environmental enhancements across the campus.
- Operate a range of grounds maintenance machinery, vehicles, mechanical plant, powered tools and equipment safely, effectively and in accordance with current legislation, training and industry best practice.
- Undertake routine inspections, checks and basic maintenance of vehicles, machinery, tools and equipment, ensuring they remain safe, serviceable and fit for purpose.
- Participate in training and development activities to maintain and enhance technical skills, knowledge and competency, including the use of new equipment, techniques and working practices.
- Carry out general manual duties as required, working independently or collaboratively as part of the wider Estates and Facilities team.
- Work cooperatively alongside contractors and external organisations, supporting the safe and efficient delivery of projects, maintenance works and estate improvement activities.
- Maintain the cleanliness, appearance and presentation of the University's external environment through litter collection, litter and cigarette bin emptying, jet washing, cleaning hard landscaping features, pathways, walls and public spaces.
- Ensure all external public areas remain clean, safe, accessible and welcoming for students, staff, visitors and stakeholders throughout the day.
- Assist with the transportation and movement of goods, materials, equipment and mail across the University estate as required.
- Comply with all University policies, procedures, risk assessments, safe systems of work and health and safety requirements, ensuring work is always undertaken safely and responsibly.
- Actively identify, report and escalate health and safety concerns, defects, hazards or risks that may affect staff, students, visitors, contractors or the wider estate.
- Take responsibility for safeguarding University property, equipment, tools, machinery and vehicles, ensuring they are used appropriately and securely.
- Wear the required uniform and personal protective equipment (PPE) and maintain high standards of personal presentation and professionalism at all times.

- Demonstrate reliability and flexibility and a positive approach to work, supporting operational requirements and service delivery across the estate.
- Deliver a consistently high standard of customer service, acting as a professional ambassador for the University and maintaining positive relationships with students, staff, visitors, contractors and stakeholders.
- Support the University's commitment to sustainability, biodiversity, environmental enhancement and the creation of an attractive, safe and welcoming campus environment.
- Undertake occasional out-of-hours working, overtime, emergency response and event support duties as required by operational needs.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Generic Duties

- Perform any other duties appropriate to the grade as may be required by the Head of School/Head of Division etc.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Advance equality, support our work towards eliminating unlawful discrimination, foster an inclusive study and work environment for students, staff and visitors in accordance with our public sector equality duties and university policy.

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Person Specification

The successful candidate should demonstrate the following, which are ‘Essential’ (E) or ‘Desirable’ (D)

Qualifications

1. Recognised horticultural, landscaping, grounds maintenance or amenity horticulture qualification, such as NVQ Level 2, City & Guilds, RHS qualification, or equivalent relevant experience.
   (E)
2. PA1 and PA6 Pesticide Application Certificates (or willingness to obtain).
   (D)
3. Full UK driving licence with the ability to drive University vehicles as required.
   (E)
4. Evidence of undertaking relevant health and safety training and a commitment to maintaining mandatory training requirements.
   (E)

Background and Experience

5. Experience of undertaking grounds maintenance, horticultural, landscaping or estate maintenance activities in a commercial, public sector, educational, local authority or similar environment.
   (E)
6. Experience of maintaining landscaped areas, including lawns, shrub beds, trees, hedges, borders and public realm spaces to a high standard.
   (E)
7. Experience of carrying out physically demanding work in an outdoor environment and working in varying weather conditions throughout the year.
   (E)
8. Experience of using a range of grounds maintenance machinery, powered tools and equipment safely and effectively, such as mowers, strimmer’s, hedge cutters, leaf blowers and other horticultural equipment.
   (E)
9. Experience of using vehicles, ride on equipment or specialist grounds maintenance machinery.
   (E)

Knowledge

10. Knowledge of grounds maintenance, horticultural practices and landscaping techniques, including grass cutting, pruning, planting, weed control, hedge maintenance and seasonal bedding.
    (E)
11. Knowledge of the safe operation, maintenance and storage of grounds maintenance equipment, machinery, powered tools and vehicles used within a landscaping environment.
    (E)
12. Understanding of relevant health and safety legislation, safe systems of work, risk assessments, manual handling and the use of personal protective equipment (PPE).
    (E)
13. Understanding of environmental sustainability principles within a landscaped environment.
    (E)

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Skills and Competencies

14. The ability to use initiative, organise and prioritise own workload and work with minimum supervision.
    (E)
15. The ability to work as part of a team, and with other trades and contractors.
    (E)
16. Demonstrate strong verbal and interpersonal communication skills, with the ability to work effectively and cooperatively with colleagues, students, visitors, contractors and stakeholders
    (E)
17. Demonstrate a flexible, positive and adaptable approach to work, with the ability to respond effectively to changing priorities, operational demands and seasonal requirements
    (E)
18. Must be able to work outdoors throughout the year in varying weather conditions and maintain high levels of productivity, safety and performance.
    (E)