

JOB DESCRIPTION

Job Title:	Sports Grounds Manager
Department / Unit:	Student life - Active Lifestyle & Sport
Job type	Professional Services - Full Time, Permanent
Grade:	RHUL 6
Accountable to:	Sports Grounds and Facilities Senior Manager
Accountable for:	Sports Grounds person (skilled), Casual Staff/Contractors/Grounds Support
Purpose of the Post	
<p>Active Lifestyle and Sport is committed to delivering effective physical activity services that enrich the student experience. To contribute to the emerging RH2030s Strategy, your focus will be on supporting opportunities to play sport in our outdoor facilities to enhance the student experience and build community engagement.</p> <p>The role holder will take primary responsibility for maintaining all outdoor sports facilities and equipment to a high standard. As well as providing a strong leadership for the Active Lifestyle & Sport facilities staff, with a focus on high quality customer experience and achieving strategic objectives through high quality outdoor facilities.</p> <p>The postholder would be expected to work to Royal Holloway University's values - Innovation, open, Daring, and Respectful.</p>	
Key Tasks	
<p>Leadership and Management</p> <ul style="list-style-type: none"> To redevelop and manage an outdoor facilities annual maintenance plan working closely with the Facilities and Grounds Senior Manager, which considers sustainability, quality, and cost effectiveness to keep the outdoor facilities including artificial and natural grass pitches to the level expected. Prioritise the daily work requirements and allocations for Outdoor Sports Facilities working closely with the Facilities and Grounds Senior Manager. Manage all third-party contractors working on Outdoor Sports Facilities maintenance. Line manage the work patterns and workload of Sports Grounds Person (skilled) and any support staff. Conduct PDR reviews and 1-2-1s - identify any internal and external CPD opportunities for the facilities staff, encouraging staff to gain additional qualifications to support personal development. 	

- To develop good working relationships with student and community sports clubs and partners that are priority users of the Royal Holloway Sport outdoor facilities to improve their sport experience.

Financial and Statistical

- Submit business cases when necessary for maintenance project expenditure.
- Manage the Grounds budget for Outdoor Sports Facilities in line with the annual maintenance plan.
- Ensure all procurement complies with University Financial Regulations.
- Work towards and report on key performance indicators for grounds management, including introducing new ones where relevant.
- Use online systems to manage budget, survey, collect data and report on the condition of the grounds environment.

Planning and Organisation

- To plan and implement programmes and daily work schedules to aid the maintenance and preparation of high-quality sports ground playing surfaces, including grass and artificial facilities and the upkeep of the sports centre ground areas.
- To lead on pitch renovations and developing an annual plan and associated budget for all pitches at the sport centre for student sport and community clubs.
- Log history of works/maintenance to ensure that the service records are maintained for all outdoor sports facilities.
- Maintain service records, statutory and regular maintenance for Grounds machinery and advise on the need for machinery replacement including new and/or replacement equipment suitable for use.

Physical and Environmental

- Complete Outdoor Sports Facility maintenance and associated tasks as required sharing heavy manual workload with Sports grounds person (skilled).
- Complete general garden maintenance tasks including mowing areas of grass, hedge cutting and trimming, strimming associated with sports grounds facilities.
- Use all types of agricultural machinery from the use of a modern tractor to push mowers, including operation of any tractor mounted implement.
- Flexible to work with artificial surfaces and natural turf to uphold certifications and quality
- Explore and present new ideas for a more sustainable future in grounds.
- Manage turf maintenance, apply top dressing and fertilizer, and identify and control pests and diseases. Renovate worn and damaged turf.
- Operate and maintain irrigation systems and maintain drainage systems.

Customer Focus

- Maintain and constantly seek to improve the Outdoor Sports Facility planned maintenance schedules to enhance customer interaction and experience of the campus.
- Constantly seek to develop and improve services that meet, and where possible, exceed customer demands.
- Constantly seeking to be more economic and more sustainable through new products or ways of working.

Health & Safety and Other Responsibilities

- Adhere to all current health & safety legislation and the university's internal health & safety policies.
- Maintain and review all relevant outdoor facilities procedures and risk assessments at regular intervals not less than annually.
- Ensure that all work carried by the team is done so safely and that they are issued with and use the appropriate safety equipment.
- Always promote safe working practices, providing training to other staff where necessary and carry out risk assessments for all machinery and work tasks.
- Ensure the safe use, storage, calibration and disposal of pesticides and other similar substances.
- Promote the Health and Safety of self and others.
- Respond to any emergencies in line with university emergency action plans.
- Assist with snow clearance and rock salt application when appropriate.

Other Duties

Additional

- To be committed to continued professional development and keep up to date with new technology, innovations and other developments within the sector.
- The post holder may be expected to cover early morning, evening or weekend work depending on maintenance requirements, facility bookings or other events.
- To be physically capable of carrying out all duties
- Any other duties as may be reasonably required, consistent with the grade of the post.

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive, but the post holder will be required to liaise with:

Internal

Students' Union

Health & Safety

Estates

External

The Crown Estate

External contractors

GMA

SAPCA

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Sports Grounds Manager

Department: Student life - Active Lifestyle & Sport

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
Be able to demonstrate significant ground manager experience or have achieved IOG Certified Grounds Manager status (Level 4) in winter, summer, and artificial pitch preparation	x		Application Form, Interview
To hold PA1, PA2 and PA6 spraying certificates	x		Application Form, Interview
Formal training in manual handling and risk assessments		x	Application Form, Interview
Hold a valid 1 st aid at work qualification		x	Application Form
Must hold a valid driving license	x		Application Form
Skills and Abilities			
Demonstrate excellent communication skills	x		Application Form, Interview
Demonstrate a commitment to continued professional development	x		Interview
Act as a role model for professional behaviour and best practice	x		Interview
The ability to work on your own initiative or part of a team	x		Application Form, Interview
Excellent time keeping	x		Interview
Excellent planning and problem-solving skills to work around fixed deadlines and to ensure priorities are met	x		Application Form, Interview
Knowledge of IT systems to store information, communicate, create plans, reports, finance systems and monitor facility bookings	x		Application Form
Experience			
Experience using most types of grounds machinery/equipment (mowers, tractors etc)	x		Application Form, Interview
Experience of managing a budget	x		Interview
Have significant relevant experience with control of weeds, pests, and disease	x		Application Form, Interview
Experience of undertaking and fulfilling projects of various sizes		x	Application Form, Interview

Experience of maintaining both artificial and natural surfaces to a high standard	x		Application Form, Interview
Other requirements			
Ability to undertake all duties associated with the role	x		Interview
Ability to work early, late and weekend shifts as needed	x		Interview