

<b>Job Title:</b>	Grounds Maintenance Assistant
<b>Department</b>	Estates and Facilities Directorate Estates Operations
<b>Grade:</b>	Grade 2
<b>Salary range:</b>	£22,386-£22,659
<b>Working arrangements:</b>	Permanent Full time (35 hours) Five days out of seven Some requirement to work evenings and weekends, as business demands Participation in the on-call rota for out-of-hours emergency situations, particularly in relation to the University's winter maintenance programme. Onsite working only

**Closing date:**

### **The University**

At Durham University we are proud of our people. A globally outstanding centre of educational excellence, a collegiate community of extraordinary people, a unique and historic setting – Durham is a university like no other. We believe that inspiring our people to do outstanding things at Durham enables Durham people to do outstanding things professionally and personally.

Across the University we have a huge variety of roles and career opportunities, which together make us a large and successful community, which is a key hub of activity within our region and nationally. We would be thrilled if you would consider joining our thriving University.

Further information about the University can be found [here](#).

### **The Role and Department**

As Grounds Maintenance Assistant, you will undertake, under supervision, all aspects of gardens and grounds maintenance, and be a member of a professional, customer-focussed team that delivers exemplary standards of grounds and landscape management.

The Estates and Facilities Directorate provides a range of essential services to Durham University and is responsible for managing, maintaining and developing the infrastructure, building fabric and external grounds of the various campuses.

Further information about the role and the responsibilities is at the bottom of this job description.

### **Working at Durham**

A competitive salary is only one part of the many fantastic benefits you will receive if you join the University, you will also receive access to the following fantastic benefits:

- 27 Days annual leave per year, plus 8 public holidays and 4 customary days per year), a total of 39 days. The University closes between Christmas and New Year.
- No matter how you travel to work, we have you covered. We have parking across campus, a cycle to work scheme which helps you to buy a bike and discount with local bus and train companies.
- Discounts via our benefits portal including money off at supermarkets, high street retailers, IT products such as Apple, the cinema and days out at various attractions.
- On site nursery and children's clubs during the summer holidays.
- Lots of support for health and wellbeing including discounted membership for our state-of-the-art sport and gym facilities and access to a 24-7 Employee Assistance Programme.
- The opportunity to take part in staff volunteering activities.
- Family friendly policies, including maternity and adoption leave, which are among the most generous in the higher education sector (and likely above and beyond many employers)

- If you are keen on advancing in your role or career, we have a genuine passion for developing our colleagues from qualifications to IT skills, courses and apprenticeships.
- Generous pension schemes.

### **What you need to demonstrate when you apply/Person Specification**

To be considered for this role, here are the skills/experience we're looking for:

#### **Essential Criteria**

1. Good spoken and written communication skills.
2. Basic digital skills including the ability to use the internet and email.
3. Basic numeracy and literacy skills.
4. Evidence of personal development to maintain skills.
5. Experience of working independently using own initiative, as well as in a team.
6. Experience of managing time to meet deadlines.
7. Ability to follow instructions, written or spoken, accurately.
8. Ability to follow health and safety guidelines.
9. Experience of reactive, cyclical and planned grounds maintenance, projects and new landscaping schemes and winter maintenance.
10. Good attention to detail.
11. Working knowledge of plants and their uses, and of their appropriate maintenance in a diverse estate.

#### **Desirable Criteria**

12. Evidence of personal development to maintain skills.
13. Experience of working in buildings or estates services.
14. Experience of working in, or with, a higher education institution.

#### **How to apply**

We prefer to receive applications online. When you apply you need to submit a CV and/or a statement that tells us your experience and gives examples of how you meet the criteria above and/or submit the application form and include the information within the form.

We will update you about your application at various points throughout the selection process, via automated emails from our e-recruitment system. Please check your spam/junk folder periodically to make sure you have not missed any of our updates.

#### **Who to Contact for More Information**

If you would like to have a chat or ask any questions about the role or if you are struggling to complete the application process, Jonny Briggs, jonathan.briggs@durham.ac.uk, would be happy to speak to you.

#### **Further information about the role**

#### **Typical Role Requirements**

Here are the kind of activities that you'll be asked to undertake and ways in which you'll be expected to operate.

#### **Service Delivery**

- Provide an excellent, responsive service to our students, your colleagues and anyone else you come across as part of your role by carrying out your tasks using the relevant procedures (which we will provide training for).

- Look after yourself and others by following health and safety regulations including correctly wearing any protective clothing or equipment provided e.g. safety shoes, being aware of any hazards and risks and reporting any incidents.
- Learn and apply strict guidelines and risk assessments to ensure safe, secure practice when working in different environments.
- Safely use a wide range of hazardous materials, such as flammable liquids, pesticides, herbicides, etc., as instructed and in accordance with appropriate safety instructions.
- Carry out some tasks that may require specialist skills and may be physically demanding.
- Use, clean and look after specialist equipment and tools, to complete seasonal grounds and garden maintenance tasks.
- Demonstrate some pre-employment familiarity with the techniques and processes used in the grounds and gardens area.
- Assist with stock control and purchasing materials, as necessary.

### **Teamwork**

- Help and cooperate with the rest of your team.
- Help your colleagues when required with other key activities undertaken within your service, particularly during peak workflows.
- Help to move, set-up and dismantle any equipment or tools.
- Learn new skills and practices from more experienced colleagues.
- Bring any problems to the attention of more senior colleagues.
- Assist team members to collect, carry and transport equipment and resources.

### **Communication/Personal**

- Show a commitment to equality, diversity and inclusion and the University's values.
- Respond to routine requests for information.
- Use digital devices and apps (such as email) to communicate with supervisor, team members, other staff, students and visitors, using electronic tools and applications.
- Any other reasonable duties.

Please note that in submitting your application Durham University will be processing your data. We would ask you to consider the relevant [University Privacy Statement](#), which provides information on the collation, storing and use of data.

When appointing to this role the University must ensure that it meets any applicable immigration requirements, including salary thresholds which are applicable to some visas.