

SCUNTHORPE UNITED FOOTBALL CLUB

Job Title: Head Grounds Person

Department: Operations

ROLE / PURPOSE

The Head Grounds Person role is to maintain the sports pitches and grounds of Sands Venue Stadium to a high standard and ensure the grounds adhere to the relevant policies, Health and Safety legislation, environmental authorities and best practice at all times. They are part of the Operations Team and report to the Operations Manager. They are responsible for the supervision of all Grounds Staff.

MAIN DUTIES AND RESPONSIBILITIES

- Ensure that the sports pitches and grounds adhere to high standards in relation to Health and Safety legislation, best practice and SUFC Health and Safety Policy.
- Ensure the playing surface is maintained to a high standard undertaking all duties to ensure the best possible playing surface at all times.
- Take responsibility for allocating ground maintenance tasks from start to completion including scoping the task, pricing and ordering materials, liaising with the customer, undertaking the work or coordinating and supervising others to ensure its timely completion.
- Implement strategic action as is necessary where inclement weather or other factors are predicted to ensure that games go ahead. This may involve frost protection, drainage measures or any other additional action required to ensure games go ahead on schedule. This may also involve action in relation to public areas to ensure visitors utmost safety.
- Ensure that the pitch and grounds are prepared correctly for fixtures and other events involving the playing surface.
- Support match day operations.
- Plan monthly, weekly and day to day operations for the delivery of grounds maintenance.
- Monitor and review the results of any projects or operations and deliver improvements where required.
- Manage all site resources in an efficient and effective manner in line with the Club's strategic plans.
- Work effectively alongside sub-contractors and customers where required.

- Attend meetings and present reports as required.
- Be a key holder and a member of an emergency call out team to be available in emergency situations until a safe situation is achieved.
- Ensure that all machinery is maintained to a safe and adequate standard. Maintenance should be carried out by a person who is qualified to do so in order to minimise the risk of any breach of health and safety provisions.
- Maintain the areas around the ground including any hedges, pathways and the car park ensuring the ultimate safety for the public and good cosmetic appearance. This includes maintaining planting programme and soft landscaping.
- Maintain the training pitches to a high standard ensuring that the surface is useable and prepared for training sessions.
- Move and maintain advertising hoardings as required and where general maintenance becomes apparent.
- Undertake general maintenance tasks in relation to the playing surface and surrounding areas.
- Work closely with partners and stakeholders in order to provide the best environment for the users of grounds facilities.
- Manage procurement contracts and arrangements.
- Provide grounds maintenance and Health and Safety support for any functions and events.
- Provide support where required on infrastructure departments.
- Uphold a high standard of customer care and attention at all times when dealing with visitors or members of the public to promote the image of the Club.
- Supervise and instruct all Grounds staff in assisting with general duties.

RESPONSIBLE TO (REPORTING RELATIONSHIP)

Operations Manager.

RESPONSIBLE FOR STAFF / EQUIPMENT

All Grounds Staff.

All equipment and/or machinery used for the job (whether by the Head Grounds Person or Grounds staff) Any issues with equipment and/or machinery should immediately be reported to the Operations Manager.

SKILLS AND COMPETENCIES

- Level 3 in sports turf management
- Current driving licence.
- First aid qualification.
- Ability to multi-task.
- Experience of working with playing fields.
- Supervisory experience.
- Excellent management skills
- Good communication skills.
- Comprehensive knowledge of relevant health and safety legislation.
- Excellent attention to detail.
- Excellent project planning, change and time management capabilities.
- Trustworthy, reliable and highly focused
- Excellent organisational qualities
- Able to work on own initiative
- Be innovative
- Have good judgment and decision making skills.
- Flexibility in hours of work.

GENERAL INFORMATION

The Employee must at all times carry out his/her responsibilities with due regard to the Scunthorpe United Football Club policies and procedures in particular Health & Safety, Financial Authorisation, Confidentiality and with regard to the Data Protection Act.

The Employee must act to protect all young people and vulnerable adults that are in their care or attending the Company's premises. The Employee must report any misconduct or suspected misconduct to the Safeguarding Manager.

The Employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst Employees and customers.

The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the Club.

JOB DESCRIPTION AGREEMENT

Employee's Signature:	Date:
Line Managers Signature:	Date: