NEW VICTORIA HOSPITAL

**JOB DESCRIPTION**

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| **POSITION INFORMATION** |
| 1. **Job Details** |
| Post/Title: **Groundsman**  Responsible to: **Operations Director**  Accountable to: **Operations Director** |
| 1. **Job Summary**   (A brief description of the main purpose of the post) |
| To be responsible for the safe and effective upkeep of the Hospital grounds, ensuring they have an appropriate aesthetic. |
| 1. **Role of the Department**   (The function of the department in which the post holder works) |
| To provide general garden and grounds maintenance at New Victoria Hospital, with some very small additional duties for The Victoria Foundation in Richmond. |
| 1. **Key Working Relationships**   (The range of individuals and organisations the post holder has contact with, how regularly and for what purpose) |
| * Director of Operations * Building Services Manager * Heads of Department * Hotel Services Manager * Buildings and maintenance suppliers/providers * All employees |
| 1. **Duties and Responsibilities of the Post** |
| * To liaise with the Building Services Manager on a daily basis, to ensure any maintenance requirements needing attention are dealt with immediately. * To carry out general garden and grounds maintenance for the hospital. * Pruning when necessary. * Grass cutting, hedge cutting, including strim edges under hedges and around obstacles, including the external grass verge. * Organise and maintain spring and summer colour. * Liaise with the maintenance team regarding any grounds issues. * Organise and manage internal plants and faux plants / flowers where applicable. * Organise and manage all external pots and planters, including window boxes and hanging baskets. * Liaise with tree surgeons on any tree maintenance issues. * Remove all prunings and clippings for disposal off site. * Carry PA1 and PA6 certificates, therefore qualified to use pesticides. * Be aware of and help manage any insect infestations. * Assist with Christmas decorations and exterior Christmas lighting of the Hospital. * Manage the watering and irrigation of the site. * Undertake winter leaves and debris clearing. * Manage garden areas e.g. assist with garden furniture and decking / pacing. * Maintain decking. * Maintain block paving cleaning. * Provide horticultural advice to the Hospital. * General assistance for any required and related grounds and site maintenance issues. * To have a recognised professional qualification and to have some experience and knowledge of a broad spectrum of horticultural issues. * Maintain a high standard of personal appearance, hygiene and politeness at all times to patients, staff and visitors. * Undertake any specific tasks and responsibilities as directed by the Building Services Manager/ Operations Director from time to time. * Report incidents, accidents, errors and complaints and submit relevant information to the Head of Department. * Respect and maintain confidentiality of all patients and visitors to the Hospital. * To ensure that all appliances coming into the Hospital are tested, using the PAT (Portable Appliance Tester). * To have own tools available for use. * To provide own van. |
| **INDIVIDUAL RESPONSIBILITIES** |
| 1. **General** |
| The post holder is expected to:   * Adhere to Hospital policies and procedures and relevant legislation including the requirements of any professional bodies * Understand and incorporate the organisational values into daily working practice:   + Compassionate   + Exceptional   + Ethical   + Evolving * Attend mandatory training as identified by the Hospital * Develop own knowledge, skills and experience through supervision practice and educational opportunities within the spirit of lifelong learning * Work as part of a team and collaborate with colleagues * Ensure good communication links are established with all other departments within the hospital * Maintain a high level of security awareness |
| 1. **Health and Safety** |
| Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors. |
| 1. **Risk Management** |
| All staff has a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly via Datix and to co-operate with any necessary investigations undertaken. |
| 1. **Confidentiality and Information Governance** |
| The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow the Hospital policies and procedures to ensure that hospital information is dealt with legally, securely, efficiently and effectively.  It is important that the post holder processes personal identifiable information only in accordance with the Hospital’s Information Security policy.  The post holder must manage the records they create or hold during the course of their employment with the Hospital in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. ISO27001, the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), Freedom of Information Act 2000, Caldicott Guidelines and professional codes of conduct on confidentiality.  It is likely that the post holder will be in contact at some time with a form of information system, and therefore are responsible for implementing and maintaining data quality. The post holder, when making entries into the records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that all information recorded is accurate, complete and relevant. |
| 1. **Equality and Diversity** |
| Employees are responsible for ensuring that they assist in the implementation of this the Hospital’s Equality and Diversity policy by:   * Not discriminating in the course of their employment against fellow employees, customers, suppliers, or members of the public with whom they come into contact. * Not inducing or attempting to induce others to practice unlawful discrimination and reporting any discriminating action to the Hospital management. |
| 1. **Infection Control** |
| It is a requirement of the Department of Health that all Healthcare workers accept personal responsibility for compliance with infection control policies and procedures at any time when working in clinical areas. |
| 1. **Safeguarding Children and Vulnerable Adults** |
| It is the responsibility of the post holder to be familiar with their role and responsibility around safeguarding children and adults at risk. |

**PERSON SPECIFICATION**

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| **Factor** | **Essential** | **Desirable** |
| Qualifications | * PA1 and PA6 qualified * RHS certified |  |
| Knowledge | * Health and Safety regulations * A comprehensive knowledge Horticultural issues * A comprehensive knowledge of pesticide management * Able to advise and guide on appropriate flora and fauna required around the site |  |
| Experience | * Minimum 3 years working as a groundsman in a similar size property |  |
| Skills and aptitude | * A comprehensive knowledge of garden and grounds maintenance * Good interpersonal skills, for effective working relationships throughout the hospital |  |
| Personal Circumstances | * Willing to adopt new technologies * Flexible and responsible * Organised approach to work * Ability to work on own initiative * Friendly and welcoming disposition * Hardworking * Happy to be flexible in relation to tasks asked to complete * Self starter * Able to organise and prioritise own workload * Able to work with others as required * Happy to work within a Hospital environment * Recognise the necessary behaviours required to work in a hospital environment |  |