



## Job Vacancy Information Pack

### Post: Deputy Grounds Team Leader

**Job Reference: EX406 (please quote on application form)**

This pack contains all the information you need to know when applying for a vacancy at Yorkshire Wildlife Park, included in the sections below:

1. Important Information
  - Useful information about the recruitment process, equal opportunities, company & departmental information.
2. How to apply
  - Accepted methods of application and how to submit.
3. Application form
  - Yorkshire Wildlife Park encourages green practices. Please reduce your ecological footprint by completing the form electronically and returning via email.
4. Job Description
  - A breakdown of the vacancy and what is expected from the successful applicant.
5. Job and Person Specification
  - A list of essential and desirable criteria for the post.

## Important Information

### The Organisation

Thank you for your interest in our advertised vacancy. Since its opening in 2009, Yorkshire Wildlife Park has evolved to become the UK's number 1 on-foot safari. We feature walkthrough exhibits that take the guest directly into the world of the animals. A dynamic centre for conservation and welfare, the park currently has around 400 animals across 70 different species. We aim to provide a quality, value for money experience that excites and inspires our guests.

### Equal Opportunities

Yorkshire Wildlife Park is committed to equal opportunities in all aspects of recruitment and employment.

Job descriptions and person specifications define the qualification, experience and other skills required for the post and will only include those factors which are necessary and justifiable on objective criteria for the satisfactory performance of the job.



As part of our commitment to equal opportunities we are monitoring job applications for equality purposes. To help us in our endeavours we ask you to complete an equal opportunities monitoring form at the end of the job application form. The equal opportunities monitoring form will be detached from your application form, stored separately and used solely to provide statistics for monitoring purposes.

### **Yorkshire Wildlife Park's Mission Statement**

To create a dynamic, interactive experience and regional centre of excellence for the conservation of biodiversity globally and locally that is sustainable both for the environment and the business. To promote a wider understanding of the natural world and inspire generations to support and protect the world around them.

### **Grounds at Yorkshire Wildlife Park**

The grounds department is responsible for the gardening and landscaping of the site; this includes supporting the animal department with the maintenance of the animal enclosures. Staff within this department work outside in all weathers using a wide range of machines including strimmers, sprayers, lawnmowers and tractors.

### **Use of Curriculum Vitae (CVs)**

Our policy is to recruit and employ our employees on the basis of their suitability for the vacancy.

An application form allows us to compare individuals based on the same criteria and as such we do not accept a CV unless it is accompanied by a fully completed application form.

### **Shortlisting**

**To ensure that the people we employ are matched to the role and our business aims we operate a robust shortlisting procedure which involves a two-stage interview process. Candidates should ensure before they apply for a position with YWP, that as a minimum they meet the essential criteria outlined in the person specification and are available to attend interviews on the dates outlined on the job specification.**

Due to the volume of applications we receive, it is our policy not to inform candidates who have not been shortlisted to interview stage. If you do not hear from us within one month of the closing date, we will have decided not to take your application any further.

### **Pre- employment Checks**

All offers of employment are made subject to the following criteria:

Proof of eligibility to work in the UK and two satisfactory references.



## How to Apply

All applicants are required to fully complete the YWP application form in order to be considered for any vacancy. You should refer to the person specification when completing Section 5 of the application form as this is the criteria we use to measure you against.

Complete application forms should be returned to the HR Department by midnight of the closing date specified. Late applications will not be accepted under any circumstance.

Yorkshire Wildlife Park promotes green practices, please support us in our endeavours by completing the application form electronically and returning via email.

A CV can be used as a supportive document to the application form but cannot be used to replace any part of the application form. Applicants who have used their CV to replace parts of the application form will have their application rejected.

Complete application forms should be returned to the HR Department via the below means:

**Email:** [recruitment@yorkshirewildlifepark.com](mailto:recruitment@yorkshirewildlifepark.com)

## Application Form

The YWP application form is available to download from the vacancies page of our website in pdf and word format.



## Job Description

**Job Title:** Deputy Grounds Team Leader

**Reporting to:** Grounds Team Leader

**Department:** Grounds

### Primary Responsibilities

Working under the direction of the Grounds Team Leader to supervise a team of Grounds Operatives and Assistants. Deputise in the absence of the Grounds Team Leader to prioritise and organise daily workloads.

### Key Work Objectives

- Organise, lead and motivate the grounds team.
- Ensure daily departmental compliance with health and safety policies and procedures; including ground level play area safety checks.
- Produce staffing rotas in accordance with daily work schedules.
- Assist the Grounds Team Leader with planning horticultural maintenance of the site.
- Assist the Grounds Team Leader with the identification of grounds related defects/concerns and implement appropriate remedial action.
- Assist the Grounds Team Leader with the generation of risk assessments.
- Provide coaching, mentoring and guidance to the grounds team.
- Deputise in the Grounds Team Leader's absence to ensure consistent standards are maintained across the department.

### General

- Maintain the highest levels of professionalism, service and personal appearance at all times.
- To be responsible, along with other staff members, for compliance with health and safety regulations for staff and visitors.
- Undertake any other reasonable duties requested by the management team.



## Job Specification

<b>Job Title:</b>	Deputy Grounds Team Leader
<b>Reporting to:</b>	Grounds Team Leader
<b>Working Hours:</b>	Basic of 40 hours per week scheduled in accordance with business requirements. To include weekend and bank holiday work as required.
<b>Salary:</b>	£21,250 gross, per annum
<b>Contract:</b>	Permanent (subject to the successful completion of a probationary period)

### **Main Duties & Responsibilities:**

- Work under the direction of the Grounds Team Leader to deliver a programme of horticultural and general grounds maintenance.
- Ensure daily compliance with departmental health and safety procedures.
- Direct the grounds team to deliver a wide range of grounds services, ensuring the consistent exemplary presentation of site grounds.

### **Candidate:**

- Experience of maintaining a diversity of landscapes.
- Experience of strimming, spraying, hedge cutting, seeding, rotavating, mowing and tree felling.
- Keen to learn, self-motivated and willing to work outdoors in all weather.
- Must be flexible and able to work during our peak times which include weekends, bank holidays and school holidays and event nights.

**Start Date:** As soon as possible

**Closing date for applications:** Sunday 23<sup>rd</sup> January 2022

**Interviews:** Dates to be confirmed



## Person Specification

### **JOB TITLE: Deputy Grounds Team Leader**

<b>Assessment Criteria</b>	<b>Essential (E) Desirable (D)</b>
<b>Experience</b>	
Strimming (wire & blades)	E
Hedge cutting/pruning (short & long reach)	E
Tractor & flail work	E
Back-pack blowers	E
Seeding devices e.g. seeder-roller, 'push-chair'	E
2 wheeled rotavators	E
Ride-on and push mowers	E
Supervising/ leading a team	E
Organising and delegating work activities	E
<b>Skills/ Abilities</b>	
Ability to work on own initiative	E
Excellent communication skills	E
Personable and enthusiastic	E
Excellent organisational skills	E
Competent with the basic use of Microsoft Excel and Word	E
Ability to work to tight deadlines	E
Ability to undertake physically demanding work in all weather conditions	E
<b>Knowledge</b>	
Layout of plants & shrubs e.g. beds	E
Hedgerow and woodland planting	E
Planting, staking and underpinning root ball trees	E
Basic ground care	E
Turf laying, seeding and top dressing	E
Removal & disposal of toxic flora e.g. ragwort, giant hogweed, etc	E
Set-up of watering systems e.g. use of sprinklers and bowsers	E
<b>Qualifications</b>	
Brushcutters/Trimmers – Maintenance and Operation Certificate	D
City & Guilds NPTC (National Proficiency Testing Council) PA1 – Pesticide Licence	D
City & Guilds NPTC (National Proficiency Testing Council) PA6 – Pesticide (Handheld Applicator Licence)	D
First Aid at Work	D
IOSH Managing Safely	D
NVQ Level 2 in Horticulture or equivalent	D
Full UK driving licence	E