



<b>Job Description</b>	
<b>Job Title</b>	Head Groundsperson
<b>Hours of Work</b>	Standard working week will be a minimum of 40 hours excluding lunch breaks of half an hour daily. In addition, you will also be required to work outside normal office hours in the evening and weekends for match days and other business events.
<b>Location</b>	The Pirelli Stadium, Princess Way, Burton on Trent, Staffs DE13 0AR
<b>Responsible to</b>	Chairman
<b>Responsible for</b>	<p>To manage an effective pitch maintenance programme in maintaining, developing and preparing the playing surface of the stadium to an excellent standard ensuring a safe and consistent quality of the playing surface in order for games to go ahead on schedule.</p> <p>To maintain equipment and machinery relevant to the job together with maintaining the surrounding areas of the stadium and training pitches to the same high standard.</p> <p>Management of the stadium ground facilities including preparation and delivery of various projects and to manage, organise and oversee a small team of staff for the general maintenance requirements within and around the stadium.</p> <p>Candidate must be motivated, forward thinking, dedicated, delivers to a high standard and takes responsibility to get a job completed, and have a flexible approach of the requirements for the overall extensive business within the Community Trust and Academy</p>
<b>Contractual Status</b>	Permanent full time
<b>Duties &amp; responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsible for the management of the day-to-day organisation and operations and tasks for the role as Head Groundsperson</li> <li>• Preparation of all the playing surfaces to a high standard undertaking all duties to ensure the best possible playing surface</li> <li>• Preparation of the playing area pre-match to include goalposts, nets, white lines and floodlights. Carry out remedial work post-match to include divots, and arrange pitch covers</li> <li>• Take action as necessary where inclement weather or other factors are predicted to ensure that games go ahead. This may involve frost protection, gritting, salt spreading, snow clearing, drainage measures or any other additional action required to ensure games go ahead on schedule. This may also involve actions in relation to public areas to ensure safety</li> </ul>





- Prepare and work towards annual budgets by ensuring that the pitch and the whole stadium is prepared correctly for fixtures and other events with an agreed budget
- Ensure that all machinery is maintained and tested to a safe and adequate standard and keep a register of all equipment for upgrades and servicing purposes
- Responsible for keeping equipment stored safely and securely at all times
- Maintaining pitch management throughout the season including schedules for fertilisers and chemical treatments
- Maintain the areas around the ground including culverts, banks, hedges and car park ensuring 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 the surface is useable and prepared for training sessions
- Experience using TLS, or similar, pitch lighting rigs
- Liaise with Chairman of any remedial work or renovation work required, and highlighting any work which may financially be beneficial to the club
- Modification, move and maintain advertising hoardings as and when required in collaboration with the Commercial Team
- Meet contractors on arrival ensuring all documents are completed for them to attend site, and ensure work is carried out satisfactorily and the project is signed off appropriately
- Manage and undertake general maintenance tasks in relation to the playing surface
- Manage and deliver efficient maintenance programmes and to undertake and delegate general maintenance tasks within whole stadium buildings and offices, including boundary areas
- Project Management in overseeing and regularly reporting back on all building/maintenance projects from start to conclusion through to signing off for completion
- Carry out weekly test of fire points within the stadium together with monthly testing regimes to be carried out and recorded and any deficiencies reported and actioned
- Manage a small team of grounds staff including maintenance staff and the stadium Caretaker to train and develop their continual personal development
- Advise and inform ground staff of any maintenance requests reported on the maintenance log and ensure they are carried out satisfactorily





- At all times understand, adhere and implement high standards in relation to Health & Safety in particular to manual handling within this role. All correct PPE to be worn at all times, and to ensure that other colleagues with the maintenance team adhere and understand their responsibility in regard to H&S
- Ability to put policies and procedures in place and demonstrate clearly to your team what is required
- Maintain the company standards in relation to quality and the progressive image of the company
- Undertake other duties as requested and designated by the Chairman
- Responsible for keeping appropriate records for good practice and regulatory compliance
- Dealing with customers, clients, supporters and members of the public to uphold high standards of customer care and attention at all times promoting the image of the Company
- Assist with room set up on occasions when requested, ensuring that any resources put in place to carry this out are managed and supervised accordingly

Employees must at all times carry out their duties and responsibilities with due regard to the Club's values, policies and procedures, in particular to health and safety, equality and diversity, confidentiality and with regard to the Data Protection Act.

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation

All employees may be required to undertake any other duties as may be reasonably requested

Equality & Safeguarding

Burton Albion are committed to ensuring that equality of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Club. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the club that no person, whether player, job applicant, employee, volunteer or customer, shall be discriminated against. The club opposes all forms of unlawful and unfair discrimination, either direct or indirect, or harassment, on the grounds of the following 'protected characteristics': Age, Disability, Gender Reassignment, Marriage & civil Partnership, Pregnancy & Maternity, Race, Religion or Belief, Sex and Sexual Orientation. Anyone who is found to be in breach of this could receive disciplinary action, which may well include suspension and dismissal.

Burton Albion are committed to and has both a moral and legal obligation to ensure that all children and vulnerable adults are protected and kept safe from harm whilst engaged in services organised and provided by the club and believes that the general wellbeing, welfare and safety of all





	children and vulnerable adults engaged in club activities is of the upmost importance. The club will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters, carried out in a spirit of partnership and openness with the child or vulnerable adult, families and the relevant local authority	
<b>Qualifications:</b>	5 GCSE's Graded C & above	Essential
	Qualified to high level in sports turf & green keeping	Essential
	Membership of the Institute of Groundspersons	Essential
	Valid Driving Licence	Essential
	PA1 & PA2 NPTC or equivalent in pesticide spraying	Desirable
<b>Experience:</b>	3 years minimum experience within sports turf or horticultural background with supervisor/management experience	Essential
	An eye for detail	Essential
	Able to put policies and procedures in place	Desirable
	Manage and train grounds staff	Essential
<b>Skills &amp; Knowledge:</b>	Strong sense of responsibility with good communication skills	Essential
	Understand and experience full working sports ground	Essential
<b>Qualities:</b>	Willingness to work outdoors and in all weathers	Essential
	Ability to work as a team member	Essential
	Ability to delegate and organise tasks	Essential
	Possess a 'can do' attitude	Essential
	Flexible approach to meet the nature and demands of the business	Essential

