



## **JOB DESCRIPTION**

**Job Title:** Landscapes, Grounds and Sites Operative

**Post Reference No:** LT01

**Reports to:** Working Foreman or Head of Property

**Grade/Salary:** Dependent on skills, knowledge and qualifications.

**Hours:** Average annual hours are 39 hours per week split as follows:

- Summer (21<sup>st</sup> March to 20<sup>th</sup> October) Monday – Friday 7:45am – 4:30pm
- Winter (21<sup>st</sup> October – 20<sup>th</sup> March) Monday 8:30am – 4:15pm, Tuesday - Friday 8:30am – 4:00pm

**Status:** Permanent

---

The Lulworth Estate is seeking a hardworking, reliable and experienced Landscapes, Grounds and Site Operative to join our dedicated Landscapes team.

The Landscapes department undertakes a variety of work throughout the year with tasks falling into grounds maintenance, forestry/arboriculture, landscaping services and countryside management. We push for the highest standards in every area of work and all employees are expected to hold themselves to the same high standards.

This is a full time, permanent position, working outdoors in all weather conditions with physical effort on a daily basis. Two years' experience of work in a similar setting is essential.

All applicants must be a self-starter and must be able to show initiative in every job they do. They must have the desire to maintain different areas of the estate and allow visitor experience to be the best it can be.

Applicants will be required to work as a team and show a strong willingness to support and help other team members and also other departments across the wider estate.

### **Main Tasks and Duties:**

- Grass cutting with pedestrian and ride on mowers and trimmers.
- Use of brushcutters with assorted cutting head attachments.
- Hedge cutting.
- Pesticide applications.
- Tree care, including chainsaw use and felling.
- Forestry/ plantation maintenance.
- Tractor use (including Rights of Way, Fire Breaks, grass cutting and fencing work)
- Landscaping gardens that belong to the Estate's various properties.
- Fencing, including stock and garden fencing.

### **Duties Expected of All Staff:**

- To undertake such personal staff development as is agreed to be necessary for the development of the role and the individual.

- To set a high standard of professionalism. This will include maintaining regular contact with colleagues, and customers verbally, in writing and via e-mail.
- To monitor customer satisfaction and continually seek ways of improving the service for which the post is responsible.
- To regularly review, adapt, and improve systems and procedures.
- To undertake an annual appraisal which clearly identifies targets for continued improvement.
- To take proactive responsibility for Health & Safety at all times, reporting accidents, incidents and near misses which may affect staff, customers and visitors.

**This range of tasks should not be construed as definitive or exhaustive due to the changing external environment within which the Estate operates. Other duties may be required within the general scope of the post.**

**Person Specification:**

	<b>Essential</b>	<b>Desirable</b>
<b><u>Qualifications</u></b>	<ul style="list-style-type: none"> <li>• Full UK Driving Licence</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 2 or equivalent industry based qualification.</li> <li>• Tractor Licence</li> <li>• Chainsaw licence</li> <li>• PA1 and PA6 Handheld Spraying</li> <li>• IPAF Operator</li> </ul>
<b><u>Experience and Knowledge</u></b>	<ul style="list-style-type: none"> <li>• 2 years' experience of work in a similar setting.</li> <li>• Experience with maintaining and repairing a variety of machines and tools.</li> </ul>	
<b><u>Skills and Abilities</u></b>	<ul style="list-style-type: none"> <li>• Highly efficient with excellent attention to detail.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Good physical strength and stamina.</li> <li>• Able to follow management instructions.</li> </ul>	
<b><u>Personal Qualities</u></b>	<ul style="list-style-type: none"> <li>• Excellent timekeeping.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• A strong work ethic, with high standards, taking pride in delivering excellent work.</li> <li>• Strong team player.</li> </ul>	

### **Competencies Required of All Staff:**

- Excellent interpersonal and communication skills when dealing with colleagues, visitors and external bodies at all levels.
- A positive, 'can-do' attitude.
- Keen to embrace and deliver change.
- Self-directed with a high level of personal drive.
- Commitment to achieving excellence through continuous improvement.
- Enthusiastic with ability to motivate.
- Ability to problem solve
- Prepared to work flexibly to meet work requirements including weekends and evenings to support the effective functioning of the department and wider Estate as required.
- Ability to contribute to achieving cultural change.
- Active commitment to equal opportunities

### **Terms and Conditions:**

- This is a permanent appointment.
- The Contract of Employment will be based on the provisions of the Weld Estate A Fund.
- The salary for this post will be dependent on qualifications, skills and experience.
- Average annual hours are 39 hours per week split as follows:  
Summer (21st March to 20th October) Monday – Friday 7:45am – 4:30pm  
Winter (21st October – 20th March) Monday 8:30am – 4:15pm, Tuesday - Friday 8:30am – 4:00pm
- The annual leave entitlement will be 28 working days to be taken during the period 1 January to 31 December inclusive of bank holidays or Christmas closure days.
- The appointment is subject to the satisfactory completion of a 3-month Probationary Period with reviews after 1, 2 and 3 months.
- The notice period will be dependent on contract type.
- Membership of the Peoples Pension Scheme is available.
- The appointment is subject to the Estate receiving satisfactory references.
- *The successful candidate is required to advise whether they are aware of any health condition or disability which might impair their ability to effectively undertake the duties of the position as outlined above. This disclosure may result in a referral to the Occupational Health Advisor for a medical clearance prior to commencing employment.*

### **Applications**

Applicants for this position must send their completed Application Form to [recruitment@lulworth.com](mailto:recruitment@lulworth.com).

We are not accepting CVs at this stage from Recruitment Agencies.

**The Closing Date for Applications:** TBC

**Proposed Interview Date:** TBC

We reserve the right to close this position before the published closing date, should the need occur. We therefore advise that you complete and submit your application as soon as possible.

Please add [recruitment@lulworth.com](mailto:recruitment@lulworth.com) to your list of safe senders to ensure that any correspondence from us does not go directly into your spam folder.

You will be asked to provide evidence of all the qualifications listed on your application form at interview.

Please ensure you read our GDPR Candidate Privacy Notice to understand how your data is processed. This can be found on the Lulworth website under the recruitment page or you can request a copy by emailing [recruitment@lulworth.com](mailto:recruitment@lulworth.com).

Following receipt of completed application forms, if you have not heard from us within 2 weeks of the closing date regrettably you will not have been short listed on this occasion. All short listed applicants will be contacted within 2 weeks of the closing date or no later than 3 days prior to the interview date (where an interview date is specified).

**Statement by appointed person:**

**(Section to be completed following offer of post to successful candidate)**

I am pleased to confirm my agreement to the terms, conditions and duties stated within this job description and agree to undertake the role of Landscapes, Grounds and Sites Operative **at the Lulworth Estate.**

**Signed:** .....

**Print Name (Block capitals):** .....

**Date:** .....