



Job Specification and Terms and Conditions

Job Title and Grade	Grounds Person
Tenure	The appointment is whole-time, permanent and pensionable
Taking up Appointment	The successful candidate will be required to take up duty as soon as possible
Location of Post	The post is located at Leopardstown Park Hospital, Foxrock, Dublin
Details of Service	The Hospital provides care of the Older Person
Reporting Relationship	The successful candidate will report to the Head Groundsman.
Purpose of the Post	To work with the existing team, under the direct supervision and direction of the Head Groundsman, in provision of the best possible standard of maintenance and upkeep and ongoing development of the Hospital Grounds.
Principal Duties and Responsibilities	<ul style="list-style-type: none"> • Responsible for the maintenance and upkeep of the Hospital grounds, this includes the car parks, lawns, pathways, courtyard gardens, fountains and shrub beds and general garden and facilities maintenance. • Required to maintain shrub beds, mow lawns, trim hedges, sweep kerbs and trim edges as well as other gardening duties like planting, watering, power washing, painting of garden furniture and fencing and emptying of refuse bins. • To work collaboratively with colleagues and Grounds team to maximise their effectiveness. • To comply with mandatory training. • To conduct refuse disposal and fill the compactor. • The use of power equipment. • Snow removal. • Responsible for the maintenance and upkeep of the grounds machinery to a safe and fully operational standard. • Engage with all garden project-related activities to ensure they are carried out on schedule and within allocated budgets. • To carry out other such duties appropriate to the employment as are assigned to him or her from time to time.

	<ul style="list-style-type: none"> • This position may involve providing cross cover at weekends <p>The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.</p>
<p>Eligibility Criteria</p> <p>Qualifications</p> <p>Desirable experience</p>	<p>Each candidate must, at the latest date for receipt of completed application form for the post have a:</p> <ul style="list-style-type: none"> • Good standard of education • Minimum of 2 years experience in horticulture • <p>'Eligibility' checking will be conducted on all application forms received and only those candidates who meet the eligibility criteria i.e. the required qualifications for the position, will be deemed eligible for inclusion in the competition. <u>Please ensure that you complete your Application Form correctly as appeals by candidates who have not been deemed eligible, will only be entertained if the appeal is based on information supplied in your original Application Form.</u> Appeals will NOT be entertained on additional information supplied at the time of appeal. If invited to interview, candidates will not be awarded marks for qualifications used during 'Eligibility' checking.</p>
<p>Skills, competencies and/or knowledge</p>	<p>The ideal candidate will have good knowledge and experience in the use of all garden tools and machinery and will be able to keep machinery and tools in good working order.</p> <p>He/She should be honest and reliable and have a strong work ethic with two to three years in a similar role.</p> <p>Horticultural training, safe pass, manual handling, spraying tickets etc. would be of a distinct advantage.</p> <p>Work is conducted in all types of weather, from heat to wind to wet and cold. Therefore, it is expected that the post holder will be able to work in these different climate extremes, and will be prepared to do so. The post holder must be physically fit and able to lift heavy objects.</p>

<p>Shortlisting</p>	<p>Applicants may be shortlisted for interview based on information supplied in the application form at the closing date or in other specified assessment documentation</p> <p>Criteria for short listing are based on the requirements of the post as outlined in the post specific requirements, duties, skills, competencies and/ or knowledge section of this job specification and the information supplied in the competency based application form if used.</p>
	<p>Additional Information</p> <p>Confidentiality: During the course of employment staff may have access to, or hear information of a confidential nature. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.</p> <p>Hygiene: During the course of employment staff members are required to ensure that the Hospitals' hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering and implementing optimal hand hygiene and adhering to the hospitals' hygiene processes. Hygiene is a fundamental component of Leopardstown Park Hospital quality system to ensure the safety and well being of its patients and staff and plays a role in the prevention and control of healthcare associated infections.</p> <p>Attire: At all times staff will be suitably dressed and will use appropriate personal protection equipment as required.</p> <p>Policies / Legislation: All hospital policies and procedures form an integral part of an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to familiarise themselves with and comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care etc) and the hospitals' ethical code of practice. Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.</p>

Please note the following:

- The hospital board is not responsible for loss or theft of personal belongings.
- Fire orders must be observed and staff must attend fire training periodically.
- Staff must attend mandatory (appropriate) training periodically.
- All accidents within the department must be reported immediately and an incident report form submitted to the appropriate officer.
- In line with the Safety, Health & Welfare at Work Act (2005), smoking is permitted at the discretion of management in designated areas only.
- All staff are advised to avail of preventative inoculations (e.g. Hep B, Flu Vaccine, Tetanus etc)
- The use of personal mobile phones during work is prohibited.

Health:

A candidate for and holding the office must complete a medical examination and be free from any defect or disease which would render him/her unsuitable to hold the office and be in a state of good health as would indicate a reasonable prospect of ability to attend regular and efficient service. Each employee is required to undergo a medical examination with the hospital's occupational health consultants to determine that they are fit and able for the post.

Subsequent referrals may be made to occupational health consultants, if deemed warranted by hospital authorities.

Location of Substantive Post:

The location of the substantive post will be in Leopardstown Park Hospital, Foxrock, Dublin 18. Staff may be required to relocate to another healthcare facility within 40km of Leopardstown to facilitate training, up skilling or maximisation of utilisation of resources between agencies.

Hours of Duty/Attendance:

Employment will be on the basis of 39 hours per week and will be in accordance with the rosters determined by the hospital. Positive affirmation of attendance will be required by a mechanism determined by hospital authorities.

Sick Leave:

Payment of sick leave is at the discretion of management and will be in accordance with Department of Health (DoH)/ Health Service Executive (HSE) regulations. It is the responsibility of the employee to adhere to the protocols relating to notification of sick leave to their immediate line manager, return to work interviews etc. Please note there is no entitlement to paid sick leave during the probationary period.

Annual Leave:

Annual leave must be approved by management in advance. The hospital will endeavour to accommodate all annual leave requests having regard to the service needs of the hospital. The carryover of leave from one leave period to the next may be restricted and management approval is required. The annual leave attaching to this post is 23 days per annum (based on full time employment). Where employment is less than full time employment, annual leave will be calculated on a pro rata basis.

Remuneration:

Remuneration is in accordance with Department of Health/ Health Service Executive consolidated pay scales. These may scales may be amended from time to time. The current salary scale attaching to this post is the Groundsmen HSE salary scale ranging from €26,789 per annum to €32,470 a 9 point scale (based on full time employment). Where employment is less than full time employment, remuneration will be calculated on a pro rata basis.

Superannuation:

Provision is made for pensions, and where applicable is in accordance with either the Local Government Superannuation Scheme or the Single Public Service Pension Scheme.

Performance Review:

A system of regular performance review will be operated during employment with the hospital. Personal goals will be aligned to departmental goals and hospital strategy. Training and personal development needs will be considered annually.

Emergencies:

Employees will make themselves available in the event of an adverse incident occurring which may negatively impact on patient care. The hospital will use personal contact details of an employee to notify them of any such incident.

Probation:

A nine month probation period will apply to all employees. This period may be extended at the discretion of management. The person employed shall cease to be employed at the end of the probationary period, unless the hospital certifies that the probationary period had been satisfactorily discharged. The hospital may at any time during the probationary period, terminate the employment without reason.

Notice:

The minimum period of notice will be set out in the contract of employment

This job description will be subject to review in light of changing circumstances and may include any other duties and responsibilities as may be determined from time to time.

I agree that this job description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.

To be signed by the post holder.

Employee Name: _____

Line Manager Name: _____

Employee Signature: _____

Line Manager Signature: _____

Date: _____