



JOB DESCRIPTION
Grounds Supervisor
Estates Office
Permanent

Dublin City University

Dublin City University (DCU) is a young, ambitious and vibrant university, with a mission ‘to transform lives and societies through education, research, innovation and engagement’. Known as Ireland’s ‘University of Enterprise’, DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education.

DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU’s pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world’s Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

Overview of the department

The Estates Office is responsible for the management of the University’s physical assets and the provision of operational services and capital development across a multi-campus environment.

There is a requirement for an experienced Grounds Supervisor to join the existing Estates team to supervise a significant demand across a multi campus organisation now comprising 150 Acres and 75 buildings across 6 campus locations extending to 250,000m² a further 45,000m² will be added following completion of the current Campus Development Plan. While this position is initially based on the Glasnevin Campus, it is envisaged the post holder may be required to provide support across all University campuses including travel between campuses to carry out duties as the need arises.

Role Profile

Reporting to the General Services Manager, or as required, the main duties of the post include carrying out of various grounds & landscaping works, including outdoor waste collection; supervision of the in house grounds team's work; liaison and supervision of area specific external contractors; planning and delivery oversight of minor grounds and landscaping improvement works by internal staff/external contractors; planning and scheduling of grounds and landscaping maintenance works by internal staff/external contractor; operation & maintenance of relevant equipment.

Duties and Responsibilities

The duties and responsibilities of the position include, but are not restricted to, the following:

- To deliver visually attractive grounds and landscaping across all of the DCU campuses
- To effectively support and champion the DCU in house grounds and landscaping team in their delivery of all required grounds and landscaping works across all of the DCU campuses whilst working in collaboration with the Estates Office's wider service teams
- To effectively liaise with and supervise the DCU Glasnevin in house grounds and landscaping team's daily attendance and work activity whilst proposing, preparing and planning future grounds and landscaping works strategically with the General Services Manager
- To efficiently plan, schedule and allocate all required grounds and landscaping maintenance work, including outdoor waste collection, to the DCU Glasnevin in house grounds and landscaping team
- The self-allocation and delivery personally of high quality physical grounds and landscaping works on any of the DCU campuses
- To effectively liaise with, prepare for and supervise external grounds and landscaping contractor attendance and safe activity, whilst planning for future works strategically with the General Services Manager
- To assist the General Services Manager in the preparation and compilation of campus grounds and landscaping improvement plans
- To effectively liaise with DCU's suppliers in the compliant procurement of required materials, supplies, vehicles and equipment to assist with the delivery of excellence in the DCU grounds and landscaping provision across all DCU campuses

- To liaise with and expertly advise the Estates Office on all grounds, landscaping and outdoor waste collection related matters, providing assistance and insight to the relevant organisational areas of Sustainability and Biodiversity
- To carry out and record various inspections relating to grounds and landscaping condition on any of the DCU campuses, maintain adequate records of all grounds and landscaping maintenance and minor improvement works generating relevant reports as necessary
- To create grounds and landscaping maintenance work requests through the Estates Office Online Helpdesk subsequent to condition inspections and ensure their timely and satisfactory delivery
- To investigate and acceptably conclude maintenance requests logged on the Estates Online Helpdesk, assigning tasks to internal teams and/or external contractors as necessary
- To operate and maintain equipment as required in a safe manner.

Whilst the foregoing list captures many of the tasks for which the successful individual is responsible, it should not be regarded as exhaustive, as it is envisaged that additional duties will be added to the role as the University develops into the future. Other duties will be assigned according to the needs of the Estates Office and University. The successful individual can be assigned to any campus in line with demand.

Qualifications and Experience

Requirements

- QQI Level 5 relevant horticultural qualification
- Full clean driving licence
- Minimum of 5 years relevant work experience in the grounds / landscaping

Advantages

- Experience in the supervision of, and work allocation to, grounds and landscaping teams
- Experience in landscape contractor supervision and administration

Attributes

- A 'can do' attitude with motivation to be personally involved in the delivery of service
- Interested in leading the team and motivated in seeing the success of that team's service delivered excellently
- Strong verbal and written communication skills with the ability to positively interact with stakeholders with the flexibility to adapt to changing requirements
- Applicants must be able to work constructively and collaboratively within a broader team, demonstrating flexibility and responsiveness when required
- Successful individuals must be able to demonstrate an ability to work with a high degree of effectiveness to meet deadlines, prioritising and delivering quality work

Dublin City University is an equal opportunities employer.

In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes.

The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy Starter Packs](#)