



BONDED BY BELIEF
SINCE 1878

Job Description



Job Title	Deputy Head of Grounds
Reporting to	Head Groundsman Training Ground
Location	All WBAFC Venues as required
Line Management Responsibility	Yes
Main Purpose	The post holder will be responsible for the supporting the Training Ground Head Grounds Person in the management of the training grounds football pitches and associated environment to ensure the effective operation of training activities for over the West Bromwich Albion First Team, Academy Teams and Woman's Teams. The needs of the club will require a flexible approach to working hours including some work at weekends and early evenings when required. The premises are open primarily in normal daytime operating hours throughout the year. The training ground activities also involve occasional lettings of grounds facilities to visiting clubs. A high standard of professional care and discretion is essential for a prestigious training establishment on a 20-acre site with extensive grounds. Close liaison with the relevant playing squads management and staff is essential on day-to-day basis. There will be occasions when special projects / venues will be allocated to this role for both business and professional development purposes.
Working Hours	Full Time which includes evenings, weekends and bank holidays as required and in line with business needs

DUTIES & RESPONSIBILITIES

Your main responsibilities for this role include, but are not limited to the following:

To have due regard for the safety of all grounds staff, players, playing squads support staff, contractors, service providers and visitors to the club's training ground in accordance with the clubs aims and objectives as laid down by the:

Staff handbook

- Club Policies & Procedures
- To be supportive of the club's ethos; its visions & values based on tolerance and understanding between people of different faiths (and none), cultures and backgrounds and which aim to promote equality, diversity and inclusion.
- To apply the club's policies consistently.
- To attend staff / team meetings when required.

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- To support the wider activities and working requirements of the club and fellow colleagues, including The Stadium and EPPP where and when required. Responsibilities specific to the role of Deputy Head Groundsman

General:

- Where there is a requirement to Deputise for the Head Grounds Person, be responsible for managing and ensuring that the grounds team provide first class playing surfaces, pitches and other surrounding grounds areas at all times.
 - Advise on the production, preparation, maintenance, supervision and day to day co-ordination of playing surfaces for football and any additional sporting and recreational activities and areas to the highest recognised industry and footballing authorities required standards.
 - Consider the cost-effective delivery of grounds-related services across the training ground with due regard to time, financial and compliance pressures.
 - Assist the Head grounds Person with the planning, implementation, monitoring and evaluation of all grounds-related work (e.g. playing surfaces, surrounding landscaping and facilities development projects) across the club site.
 - Assist with the preparation, implementation and monitoring of daily, weekly, monthly and annual maintenance programmes within a rolling annual plan in order to ensure the highest standards of playing surface presentation.
 - Where there is a requirement to Deputise for the Head Grounds Person, to ensure the safe operation, efficient maintenance and availability of grounds-related equipment and resources at the club, including but not limited to:
 - Playing surfaces and surrounding club owned grounds and associated environment.
 - Project development and associated construction activities.
 - Grounds related property or structures across the site;
 - Grounds-related machinery, equipment and materials; and irrigation systems.
 - To recommend and guide the clubs playing squads management teams and those responsible for the sporting programme on the most appropriate use of the playing surfaces and pitches and other associated grounds within the site.
 - When required, to liaise with the Director of Football and Head of Sports Science to ensure their requirements are met.
 - To recognise and embrace the importance of ensuring that relevant sporting fixtures are fulfilled, whenever it is reasonable for them to be played; to recommend any 'no play' decisions to the Head Grounds Person should this prove necessary.
 - Where required, to supervise grounds-related contractor activities relating to the football sporting programme (e.g. maintenance timetables for playing surfaces, pitch allocations, rotations etc.).
 - To consider the grounds-related needs of the First Team, Academy and Woman's Teams and to promote the clubs facilities whenever possible.
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To provide front line grounds services in adverse weather conditions, including snow/ice, clearance from pitches and to liaise with the Head grounds Person, the Director of Football and relevant management with regard to potential closure in such conditions.

Budget Management and Procurement:

- To assist the Head Grounds Person in the review, proposals, management and monitoring of the training ground a grounds budget, which incorporates labour resources, ground maintenance materials, external contractors' costs, machinery maintenance, purchase of new equipment, and capital works.
- Assist in prioritising training grounds-related spending and to determine which work can be deferred if required.
- To assist in the co-ordination, the negotiation, purchase, storage and control of all consumable materials, equipment and services when required and in a cost effective manner.
- Where required, to ensure the availability of supplies, particularly emergency materials for potential short- and long-term pitch renovations and or adverse weather conditions.
- To implement, under the guidance of the Head Ground Person, the grounds-related objectives within the facilities section of any wider club planning.
- Assist the Head Grounds Person in keeping recorded stock of consumables such as fuel, oils, lubricants, chemicals, seed, tools and equipment, both mechanical and manual. You will also be responsible for re-stocking requests.
- When required, carry out a monthly inventory check on all tools and machinery and report any discrepancies to the Head Grounds Person.

Operational:

- To maintain appropriate awareness of the clubs training ground developments and to inform the Head Grounds Person of how these might affect the grounds operations.
- To assist the Head Grounds Person in ensuring compliance with all relevant national and local regulations, including but not limited to the following: Health and Safety, First Aid, COSHH, environment management and employment.
- To possess a thorough understanding of legislation relating to grounds-related chemicals and dangerous substances; to promote safe working practices at all times when grounds staff are using these.
- To assist the Head Grounds Person in managing the grounds-related facilities, plant, buildings and equipment; to ensure that all grounds equipment is correctly stored, maintained and serviced.
- Where required, conduct risk assessments, develop contingency plans and be able to respond to emergencies. Actively promote safe practices of self and others. Respond to emergencies by using emergency equipment and calling assistance.

Carry out site safety inspections every morning to maintain the safety of your team, the playing squads and support staff, visitors and contractors / service providers.

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- Assist the Head Grounds Person in ensuring records and logbooks are sufficient for all relevant activities.

Staff:

- To lead, motivate and develop the other members of Grounds team to achieve their tasks, work schedules and objectives; to encourage maximum commitment and efficient service at all times.
- To assist in supervising and mentoring any WBAFC Apprentice grounds staff who are undertaking grounds-related training / activities on club sites.
- To assist in the administration of grounds staff induction, probationary periods and performance reviews.
- To encourage the continuing professional development of all members of the Grounds team.
- Assisting in ensuring that members of the team are up to date with developments in the Grounds Department and the club.

Security Accountabilities:

- To assist in ensuring the shutdown and security of grounds related outbuildings at the end of the working day during the season, close season and holiday periods.
- To ensure that any security lapses or issues identified during the daily shutdown process are formally reported to the WBAFC Head of Events and Security and the Head grounds Person.
- To assist with general site security matters as required and determined by the WBAFC Head of Events and Security.

Responsibilities specific to being a member of the Operations Team

- Cooperating with the maintenance and testing of fire alarms and associated fire drills.
- Provide emergency Stadium grounds staff back up as required.
- In adverse weather conditions or on other occasions when directed by the Head of Estates, you will be required to cover and assist the general maintenance and caretaking team in other areas of the site i.e. gritting of the car park, paths etc.
- You will be required to assist in the preparation for any major outdoor events such as the sponsor activities.
- To assist with any other reasonable tasks required by the Director of Operations & SHE and/or the Head of Estates in association with the above role.

Other Professional Requirements

- To attend relevant courses, trade shows etc
 - To participate in arrangements made in accordance with the Staff Appraisal system.
 - To establish and maintain effective working relationships.
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- To be aware of the need to take responsibility for your own personal development.
 - To contribute to the development, implementation and evaluation of the club's policies, practice and procedures in such a way as to support the club's values and vision.
 - To adhere to the staff PPE requirements maintaining a high standard of Health & Safety.
 - To promote the club at all times.
 - Safe Working Practices - It is the responsibility of each employee to carry out their duties in line with WBAFC's ethos and culture of safe working practices for safe working, and contribute to a safe working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.
 - Freedom of Information Act and Data Protection Act - The post holder is required to comply with the above legislation and maintain awareness of the club's policies and procedures relating to the Freedom of Information and Data Protection Acts. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.
 - Equality and Diversity - The post holder will be required to comply with and maintain awareness of WBAFC policies relating to Equality and Diversity.
 - Health and Safety - The post holder must at all times carry out his/ her responsibilities with due regard to WBAFC policy, organisation and arrangements for Health and Safety at Work.
 - Flexibility - All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of the Grounds Operational Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or Departments affected.
 - This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. To ensure all systems including HR systems and information are kept fully up to date
 - To contribute positively to the Clubs vision and culture
 - To promote and adhere to the Equality, Diversity and Inclusion Policy and to work consistently to embed ED&I into everything.
 - To ensure the working environment is free from harassment and discrimination and any other form of unacceptable behaviour.
 - To fully participate in one-to-ones and departmental reviews and meetings.
 - To fully participate in annual and mid-term appraisals.
 - To ensure all relevant systems are up to date including but not limited to HR systems
 - To understand the Club's Safeguarding policy, procedures and best practice guidelines and use these to ensure appropriate and safe working practices applicable to the role.
 - To promote and assist with Safeguarding.
 - To carry out CPD and keep up to date with any training and updates relevant to the role.
 - To ensure the health & safety within the Club for self and others is adhered to at all times.
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- To carry out all responsibilities with due regard to the Club values and all policies and procedures, in particular Health & Safety, Equality and Diversity and Safeguarding.
- To undertake all required training, including mandatory Club Equality and Diversity, Safeguarding and Health and Safety training.
- Responsible for fulfilling the requirements of their specific role and all associated health, safety, and sustainability duties, as set out in the West Bromwich Albion Health, Safety & Sustainability Policy.

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time; or the scope of the job may change as necessitated by business demands.

PERSON SPECIFICATION

Essential Criteria

- Essential Qualifications -
 - Skills and Experience NVQ Level 3 or higher in Sports Turf Management
 - First Aid at Work qualification
- Essential Knowledge -
 - Competent use of grounds machinery and equipment, including ride-on mowers, rollers, and irrigation systems
 - Ability to follow instructions accurately and work effectively under supervision
 - Strong organisational skills ability to prioritise tasks to meet match deadlines
 - Good teamwork, communication, and interpersonal skills
- Highly organised and methodical approach to workload
- Confidential and diplomatic
- Excellent communication skills both written and verbally
- Full driving license
- Right to Work in the UK

Desirable Criteria

- Desirable Qualifications - PA1/PA6 pesticide application certification or willingness to obtain
- Desirable Skills and Experience - Competent use of grounds machinery and equipment, including ride-on mowers, rollers, and irrigation systems
- Ability to follow instructions accurately and work effectively under supervision
- Strong organisational skills ability to prioritise tasks to meet match deadlines
- Good teamwork, communication, and interpersonal skills

Equality and Diversity

West Bromwich Albion FC is an equal opportunities employer and is committed to provide equality and fairness for all employees and opposes all forms of unlawful and unfair discrimination and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.



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Safer Recruitment

West Bromwich Albion is committed to safeguarding and promoting the welfare of children, young people and adults at risk, therefore expects all staff and volunteers to share this commitment.

WBA's Safeguarding, Equality and Whistleblowing policies can be accessed here
<https://www.wba.co.uk/club/about-us/club-policies>

It is unlawful for the Club to employ anyone who is involved with regulated activity who is barred from doing so and we will carry out rigorous pre-employment checks and screening.

An Enhanced DBS, References, Qualifications, Proof of Identity and Right Work in the UK checks will be required and carried out prior to commencement in / for this post.

Signed	Name	Date