

**Parks Area Team Leader**

**Job Description and Person Specification**

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| **Directorate:** | Environment | **Service:** | Parks & Open spaces |
| **Responsible to:** | Public Realm Manager | **Responsible for:** | Gardeners/Skilled Gardeners |
| **Grade:** | 6 | | |
| **Location:** | Copse Road Depot | | |
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| Job Purpose: | | | |
| To oversee the day to day maintenance of landscaped areas within the borough and ensure the provision of high quality open spaces. | | | |

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| **Key Tasks & Responsibilities:** |
| * To effectively lead and supervise the team to meet the standards required within the borough’s Parks, Open Spaces and Cemeteries. * To ensure safe and effective use of equipment including vehicles, portable appliances, hand tools, plant and machinery. * To supervise and undertake all duties in relation to the general maintenance of the Councils Parks, Open Spaces and Cemeteries. * To programme work and recommend future improvements to maintain fine turf areas and to undertake maintenance on ornamental areas, sports pitches, parks and recreational spaces. * To undertake and oversee grave digging work within the Boroughs cemeteries as required. * To complete playground inspections and record findings as required. * To provide a uniformed presence whilst undertaking duties. * Any other duties comparable with the post. |

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| **Corporate Responsibilities:** |
| The postholder will be expected:-   * To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post. * To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation. * To carry out duties in accordance with the Council’s policy on equality and diversity. * To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation. * To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered. * To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council’s performance management scheme. * To be responsible for Data Quality. * To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources. * To support the delivery of the Council’s Climate Change Strategy and Action Plans to achieve net zero in 2050. |

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| **QUALIFICATIONS** | | **ESSENTIAL/**  **DESIRABLE** | **ASSESSMENT METHOD** | | |
| NVQ level 2 in Horticulture  (Or equivalent qualification) | | **Essential** | Application/Interview | | |
| NVQ level 3 in Horticulture  (Or equivalent qualification) | | **Desirable** | Application/Interview | | |
| PA1 & PA6a Pesticide Application | | **Essential** | Application/Interview | | |
| IOSH Working safely | | **Essential** | Application/Interview | | |
| IOSH Managing Safely | | **Desirable** | Application/Interview | | |
| Basic Playground Inspections | | **Desirable** | Application/Interview | | |
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| **SKILLS** | | **ESSENTIAL/**  **DESIRABLE** | **ASSESSMENT METHOD** | | |
| Ability to work with minimum supervision and lead a team | | **Essential** | Application/Interview | | |
| Understanding of good practice in customer care | | **Essential** | Application/Interview | | |
| Knowledge of and ability to use a range of grounds maintenance equipment  (Including ride on mowers) | | **Essential**  **Desirable** | Application/Interview | | |
| Understanding of fine turf and sports pitch maintenance | | **Essential** | Application/Interview | | |
| Knowledge of safe working procedures relating to grave digging | | **Desirable** | Application/Interview | | |
| Able to supervise and motivate a team | | **Essential** | Application/Interview | | |
| Able plan and organise workload and to react to changing work demands at short notice | | **Essential** | Application/Interview | | |
| Ability to undertake health and safety risk assessments | | **Desirable** | Application/Interview | | |
| Proficient in the use of mobile devices for sending and receiving emails | | **Essential** | Application/Interview | | |
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| **EXPERIENCE** | | **ESSENTIAL/**  **DESIRABLE** | | **ASSESSMENT METHOD** | |
| Previous experience in the maintenance of Parks and Open Spaces | | **Essential** | | Application/Interview | |
| Experience in tasks relating to the day to day running of cemeteries | | **Desirable** | | Application/Interview | |
| Previous experience of supervising teams in a similar environment | | **Desirable** | | Application/Interview | |

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| **ADDITIONAL REQUIREMENTS** | **ESSENTIAL/**  **DESIRABLE** | **ASSESSMENT METHOD** |
| Sufficiently physically mobile to undertake duties | **Essential** | Application/Interview |
| Full Driving licence | **Essential** | Application |
| First Aid at Work | **Essential** | Application |
| Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues | **Essential** | Application/Interview |
| Regular and Reliable Service | **Essential** | Application/Interview |
| Demonstrate behaviours that support our values | **Essential** | Application/Interview |

| **Our Values are key to delivering our vision, plans and strategies.**  **All Behaviours listed are essential to the post.** |
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| **Professional** | **Innovative** | **Collaborative** | **Customer focused** |
| In being professional we… | In being innovative we… | In being collaborative we… | In being customer focused we… |
| • Have pride in how we represent the council  • Treat people with respect and consideration  • Are conscientious and carry out our work to a high standard  • Carry out our work activities in an honest and ethical manner | • Proactively embrace change and learn from our mistakes  • Challenge and constructively question existing processes  • Make best use of our resources to provide excellent services  • Encourage creative thinking with colleagues and peers | • Communicate effectively with colleagues and stakeholders  • Develop productive relationships and achieve the best results  • Recognise and embrace the knowledge and skills of others.  • Embrace the concept of one team one council and all work together | • Strive to provide excellent services  • Understand our customers’ needs and consider things from their perspective  • Effectively communicate and manage expectations  • Actively seek ways to maximise customer satisfaction |

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| **Special Conditions:**  **(e.g. Weekend work, shift allowance, car/mileage allowance)** | | |
| * Occasional out of normal working hours is a requirement. * The normal working arrangements are 41.5 hours per week in summer for 26 weeks and 32.5 hours per week in winter for 26 weeks. * Post holder will be provided with a smart phone for use within the post. * The council operates a strict non-smoking policy. |

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| Prepared by: R Brocklebank | **Date:** **October 2022** |

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| Post Holder Signature: | **Date:** |