

Job Details

Job Title: **GREEN SPACE & STREET SCENE SUPERVISOR**

Post Number: POST000364

Directorate: Environmental and Community Services

Section: Green Space and Street Scene

Post Grade: Tier: 4, Grade: F

Responsible to: Green Space and Street Scene Manager

Responsible for: Green Space and Street Scene Operational Teams

Job Purpose

- Supervise the Council's green space and street scene operations using all available resources to provide the most cost-effective customer focused service.

Main Responsibilities

- Supervise the green space and street scene service of the council by using all available resources to provide the most cost-effective and efficient service.
- Ensure quality of the street scene complies with the Environmental Protection Act 1990 code of practice (litter and Refuse) and supervise the removal of Fly tipping, Fly posting and graffiti.
- Provide professional horticultural advice and assistance to members of the public, other departments and organisations.
- Provide expert advice concerning provision and location of play areas, landscaping and implement a series of reviews of existing services.
- Maintain the borough's programme of play areas, parks and open space inspections and maintenance in line with council policies and strategies.
- Support the service manager in providing strong leadership to create a positive customer focussed culture which reflects the Council's corporate aims and vision.

- Monitor sub-contractors carrying out various operations throughout the Borough, such as, highways weed spraying programme, selective herbicides applications on green spaces, rural flailing mowing and football pitch renovation.
 - To work with the service manager to provide continual improvement in the effectiveness of the role of the GS&SS Supervisor.
 - Provide operational support with regards to the staging of major events throughout the borough.
 - Process accident and insurance claims including completion of forms.
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Decision making

- Delivering day to day operations whilst complying with the Council's policies and procedures.
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Financial Responsibilities

- Responsible for the allocation of resources and monitor staff availability against service commitments, agree variations and ensure operations are completed with agreed timescales.
 - Assist with the monitoring of both income and expenditure taking appropriate action to meet budgetary targets.
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Key Contacts / Relationships

- Councillors, Council Officers, Partner Organisations, and the public.
 - Sub-contractors, Utility Companies and other organisations.
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STANDARD CLAUSES

Health and Safety

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Equality and Diversity

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

Training

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

Performance Management

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

Confidentiality

You will comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council's ICT Information Security Policy.

Customer Care

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council's Customer Care and Equality Policies.

Environmental

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

Safeguarding Children and Vulnerable Adults

All employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Safeguarding Lead. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

Other Duties

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities 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 themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Produced by: **Head of Operational Services**

Date: **January 2025**

Version: **1.0 – August 2025**

Declaration

I understand and accept the job duties and responsibilities contained in this job description.

Signed..... Dated.....

PERSON SPECIFICATION

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EXPERIENCE

Essential Criteria

- Worked in a local authority environment, in amenity horticulture or similar speciality. A,I
 - Experience in effective communication within operational teams. A,I
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QUALIFICATIONS

Essential Criteria

- City & Guilds or NVQ Level 2/3 in Amenity Horticulture. A
- Certificate in Risk Management / Assessment. A

Desirable Criteria

- NPTC land-based machinery qualifications. D
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SKILLS & KNOWLEDGE

Essential Criteria

- To organise and manage operational teams and activities. A,I
- Ability to use computers including Microsoft Word, Excel and Outlook email. A,I
- Good communicator, team player, able to work on own initiative, ability to meet deadlines, good telephone manner, flexible approach, positive attitude. A,I,D

Desirable Criteria

- To supervise events including emergency planning incidents. A
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OTHER REQUIREMENTS

Essential Criteria

- Weekend and evening working. A,I
- May occasionally be called upon outside office hours to deal with emergency 'Call-Out'. A,D
- Full Drivers Licence. D

ASSESSMENT KEY:

A Application | *I* Interview | *T* Test | *D* Documentation

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