

Job Details

Job Title: **TEAM LEADER GSSS**

Post Number: POST000093

Directorate: Environmental and Community Services

Section: Green Space and Street Scene

Post Grade: Tier: 5, Grade: D

Responsible to: Green Space and Street Scene Supervisor

Responsible for: Operational Staff

Job Purpose

- Oversee the council's sport pitches, flower beds, parish church grounds etc. so they are maintained in good condition.
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Main Responsibilities

- Maintain a wide range of council sport pitches to ensure they are safe to be played on.
 - Prepare bedding plants so that town hall, library and church grounds are kept in an attractive state for the public to enjoy.
 - Maintain grass, trees and shrubs so that the urban environment meets health and safety requirements.
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Decision making

- Timing of weed killer usage.
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Financial Responsibilities

Key Contacts / Relationships

- The public.

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 2024**

Version: **1.2 – January 2024.**

Declaration

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

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

PERSON SPECIFICATION

Job Title: TEAM LEADER

Post Number: POST000093

EXPERIENCE

Essential Criteria

- Operational maintenance experience. A,I,D

Desirable Criteria

- Local Authority knowledge. A,I
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QUALIFICATIONS

Essential Criteria

- NVQ 2 in Horticulture or Waste Management or equivalent experience. A,I,D

Desirable Criteria

- NPTC Pesticides (PA 1 & 6) D
 - NVQ 3/4 in Horticulture. D
 - BASIS Certificate. D
 - NPTC Chainsaw. D
 - NEBOSH Certificate. D
 - Supervisory management. D
 - CIEH Level 2 Principles and Practice of Risk Management. D
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SKILLS & KNOWLEDGE

Essential Criteria

- All aspects of operational maintenance. A,I
- Ability to motivate and lead a small team. A,I
- Knowledge of Risk Assessment and procedures. A,I
- Practical working knowledge of service area. A,I
- Ability to prioritise and schedule workload. A,I

Desirable Criteria

- COSHH regulations. A,I
- Hand Arm Vibration Management procedure. A,I

OTHER REQUIREMENTS

Essential Criteria

- Available for working out of hours for special events, emergencies and overtime. A,I,D
- Full Driving Licence. A,D

ASSESSMENT KEY:

A Application | I Interview | T Test | D Documentation

Version: 1.0 – 1 April 2013