Street Scene Supervisor

LEVEL: Level 6

ACCOUNTABLE TO: Grounds Maintenance & Public Spaces Manager

SALARY: £38,510 to £39,481 per annum (pro rata for part time hours)

LOCATION: Totnes Depot

CONTRACT: Permanent

Job Purpose

The post holder will have direct line-management responsibility for the operatives within the team. As this role comes with supervisory responsibilities, the post holder will provide support, training and guidance to the team as well as ensuring the safety of the operatives whilst they carry out a varied range of scheduled and reactive works. The role will support the Community Services and Waste management team assisting with the balanced distribution of work and effective deployment of our operatives and resources.

The Supervisor will be required to provide direction and support for the teams (Grounds Maintenance, Street Cleaning and Toilet Cleaning) ensuring that performance is optimal and delivering a right first-time approach. To achieve this, they will organise the workforce; ensure staff are correctly inducted and trained; that the right equipment has been allocated to the task; that robust briefing/ debriefing takes place throughout the working day and monitor the performance of the service whilst providing feedback to the area teams.

The teams will be split by area, ensuring a supervisor has all the resources available to deliver and positively influence the public and open spaces. There is a small Grounds Maintenance (GM) team in Tavistock that delivers the GM schedules for West Devon, all the other services are focused on the South Hams area. The two areas will collaborate and work together to deliver the best results for the benefit of our people and place within the Grounds Maintenance & Public Spaces Managers functional area.

Role Profile

- Direct line-management of operatives – including arranging and documenting briefings, appraisals, absence management, performance reviews, compliance checks and training sessions at regular intervals and follow up on actions.

- Schedule and allocate work in line with planned programme, provide site guidance and supervise all staff to ensure work programmes are delivered effectively and the required standard of works is achieved.
- Carry out routine welfare checks on teams ensuring the frontline operational team have the necessary equipment, knowledge and training to carry out their duties safely, efficiently and effectively.
- To identify training needs on the safe use of equipment or safe methods of work, providing this training where required or highlighting to the Line Manager.
- Ensure all staff and processes are compliant within the Health and Safety Legislation. All statutory and local operating procedures, risk assessments and safe systems of work/ method statements are adhered to and is completed timely, completed through to conclusion and near miss reporting is encouraged.
- Provide staff one to ones, appraisals, routine staff welfare checks helping to identify improvements, conducting Toolbox Talks, efficient ways of working to ensure everyone works as a part of an effective team to achieve set targets.
- Ensure that all key performance indicators, performance standards and targets are recorded and achieved.
- Liaison with Stakeholders both internally and externally when the teams are completing work.
- Ensure that legal, financial and auditable documentation has been correctly completed and submitted within the stipulated timeframes and is held in relevant files for the correct retention periods for compliance and accountability purposes.
- Provide cover for the Manager during periods of absence.
- Be flexible and aid out of hours and in emergencies as necessary.
- Contribute, collaborate and lead on Organisation delivery plans.
- Complete audited actions within timeframes.

Person Specification

Qualifications

Essential	Desirable

Good standard of general education including GCSE Grade C or above in Maths and English or equivalent.	Health & Safety qualifications such as IOSH Managing Safely or equivalent.
Full UK manual driving licence.	Management Qualifications.

Knowledge / Experience

Essential	Desirable
Line management experience of multiple teams, operatives and operations.	Good understanding of Council services or good service delivery.
Experience of working within at least one of the three services areas of Grounds Maintenance, Street Cleaning or Toilet Cleaning.	Knowledge of biodiversity, wildflower creation and rewilding or Street Scene Services or mobile cleaning teams principles.
Knowledge of health and safety standards/regulations and awareness of best practice.	

Skills / Abilities

Essential	Desirable
Strong leadership and communication skills.	Ability to delegate.
Good efficient use of Word/Excel and I.T literate.	Take ownership and accountability of service area.
Able to communicate effectively both orally and in writing to various stakeholders.	

Numerate, accurate and good attention to detail.	
Organised with excellent time management and administrative abilities.	
Ability to lead a diverse team with varying priorities.	

General / Other

Essential	Desirable
Team worker with ability to work on own initiative.	Good prioritisation of workloads.
Comfortable working outside and in all weather conditions.	Seeks opportunities for continuous improvement.

General

The list above is not exhaustive; this role profile sets out the duties of the post at the time it was drawn up. Such details may vary from time to time without changing the general character of the duties or the level of responsibility involved.

Safeguarding Children & Adults at Risk

The Council has a Safeguarding Policy which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

Equality, Diversity & Inclusion

The Council has an Equality, Diversity and Inclusion policy which outlines its commitment to creating a culture that respects and values each other's differences, promotes dignity,

equality, diversity, and inclusion, encourages individuals to develop and maximise their true potential and combats prejudice, discrimination, and harassment.

Staff Code of Conduct

The public, our communities, customers, and colleagues are entitled to expect the highest standards of conduct from all people working for the Councils. The Code of Conduct sets out the general standards of conduct expected of everyone working for the Councils.

Climate Change

Contribute to the Council's corporate objectives in relation to climate change by considering the environmental impact of individual and collective actions, working to reduce resource and energy use, minimise waste, and anticipate and enhance the efficiency of services in response to a changing climate, wherever possible, to help the council reduce its own carbon footprint and that of the district.