

Northumberland County Council

**JOB DESCRIPTION**

<b>Post Title:</b> Environmental and Horticulture Apprenticeship		<b>Director/Service:</b> Various throughout the Council		<b>Office Use</b>
<b>Band:</b> NMW		<b>Sector:</b> Various throughout the Council		JE ref: 2728
<b>Responsible to:</b> Line Manager		<b>Date:</b> Sept 2013	<b>Lead &amp; Man Induction:</b> HRMS ref:	
<b>Job Purpose:</b> Contribute to the provision of an efficient and effective street cleansing, public convenience and grounds maintenance service.				
<b>Job Context:</b>				
<b>Resources</b>	Staff	None.		
	Finance	None.		
	Physical	Shared responsibility for the careful use of vehicles and allocated tools and equipment.		
	Clients	Duties have an indirect impact upon the health and safety of the community.		
<b>Duties and key result areas:</b>				
Work as part of a team and under the general direction of a specialist operative or Team Leader:				
<div>1. Provide an efficient and effective street cleansing, public convenience and grounds-maintenance service to predetermined standards and in accordance with predetermined schedules.</div> <div>2. Liaise with service users and members of the public in a courteous and respectful manner.</div> <div>3. Support the team to complete work within the time, quality and specified service standards.</div> <div>4. Ensure that work is performed in a safe and responsible manner in compliance with the relevant risk assessment.</div> <div>5. Ensure that machinery, equipment and tools that are used are operated in accordance with manufacturer's guidelines and any faults are reported</div> <div>6. Work collaboratively with team colleagues to ensure that work plans are achieved and quality standards are maintained.</div>				
The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.				
<b>Work Arrangements</b>				
Physical requirements:		Standing, sitting or walking long distances on a daily basis including extensive lifting, pulling and pushing. Need to remain alert for traffic and other potential hazards.		
Transport requirements:				
Working patterns:				
Working conditions:				
		Occasional need to attend training and development courses, meetings or other work sites within area.		
		Normal working week, Monday to Friday, with occasional evening work.		
		Working outdoors in all weathers and traffic conditions.		

**PERSON SPECIFICATION**

<b>POST:</b> Environmental and Horticulture Apprenticeship		<b>SERVICE:</b> Various Services throughout the Council	Ref: 2728
<b>Essential</b>	<b>Desirable</b>		<b>Assess by</b>
<b>Qualifications and Knowledge</b>			
<ul style="list-style-type: none"><li>An appreciation and interest in the need for the service.</li></ul>			(a), (i)
<b>Experience</b>			
<ul style="list-style-type: none"><li>Previous experience is not an essential requirement.</li><li>An interest of the role of a Grounds maintenance, Public Convenience maintenance or Street Cleansing Operative.</li></ul>			(a), (i)
<b>Skills and competencies</b>			
<ul style="list-style-type: none"><li>Able to understand and follow straightforward spoken and written instructions.</li><li>Able to keep basic work records.</li><li>Strength, dexterity and coordination to deal with plant and operate equipment.</li></ul>			(a), (i)
<b>Physical, mental and emotional demands</b>			
<ul style="list-style-type: none"><li>Able to cope with the regular high level of physical demand.</li><li>Able to maintain general awareness for safe working conditions with some periods of concentration.</li><li>Regular contact with service users and the public which results in limited emotional demands.</li><li>Ability to work outdoors in all weather conditions.</li></ul>			(a), (i)
<b>Motivation</b>			
<ul style="list-style-type: none"><li>Reliable and keeps good time.</li><li>Demonstrates a real interest in obtaining a trade qualification.</li><li>Demonstrates integrity and upholds values and principles.</li><li>Promotes equal opportunities and diversity in all aspects of work.</li><li>Appropriately follows instructions to achieve set objectives.</li><li>Works collaboratively to achieve team spirit.</li><li>Adapts to change by adopting a flexible and cooperative attitude.</li></ul>	<ul style="list-style-type: none"><li>A willingness to undertake job related training.</li></ul>		(a), (i)
<b>Other</b>			

**Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits**