

## SPENNYMOOR TOWN COUNCIL

### JOB DESCRIPTION

1. **POST TITLE:** GROUNDS AND ESTATES OFFICER
2. **GRADE:** £27,358 - £30,758
3. **LOCATION** Working throughout the Parish and based within Jubilee Park and the Town Hall, however the post holder will be required to work at any council workplace within the town.
4. **RELEVANT TO THIS ROLE:**
  - The post is to manage the following areas- Parks, Open Spaces, Cemeteries, Allotments and Community Buildings and Sports Facilities.
  - The post holder will be expected to use the council's vehicle provided while carrying out their duties.
  - 37 hours per week to meet the needs of the business
5. **ORGANISATIONAL RELATIONSHIP:**
  - The post holder will be accountable to the Facilities Manager
  - The post holder will be responsible for the grounds/estates and allotments team
6. **DESCRIPTION OF ROLE:**

You will be a hands on manager of a team responsible for ensuring proactive management and Health and Safety compliance of the Councils grounds, estates including allotments. Providing day to day management and support to the Facilities Manager on all matters relating to the Councils grounds, estates, allotments, projects and events. Procure goods and services to ensure effective service delivery.
7. **DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST**

Listed below are the responsibilities this role will primarily be responsible for:

  - Responsible to the Facilities Manager
  - To provide hands on daily operational management / supervision and performance management to the relevant individuals and teams to ensure works are undertaken in a timely, safe, customer focused way and within budget. While creating a positive work environment and team culture.
  - Work with partners, the community and agencies to ensure that the Councils grounds and estates and allotments are managed and presented to the public in the best possible way.
  - Identify and arrange relevant training and development needs to ensure the work force have the appropriate skills and knowledge to undertake their roles. Also ensuring that all employees have the appropriate training prior to using any vehicles, equipment, tools or machinery and that the appropriate personal protective clothing and equipment are used and appropriate records kept.

- Create performance management record and data, monitor the programme of works for the relevant individuals and teams to ensure productivity is maximised, costs managed. Providing data for report writing and measuring performance.
- Develop relevant risk assessments and risk plans for all activities and buildings, while monitoring and updating when change takes place.
- In conjunction with the Facilities Manager, to act as project manager on a range of Town Council projects and events.
- Ensure daily, weekly and annual inspection of equipment and works are undertaken and recorded to ensure they are in appropriate condition and where necessary arrange maintenance programmes, works and action plans.
- To support the Facilities Manager in the development and implementation of the Councils service asset management plans and associated strategies and agreements. Ensuring that the Town Councils assets are recorded and managed to meet the priorities and operational needs of the town and its community. While reducing the impact on the environment.
- Comply with all relevant Council systems, policies and procedures to ensure compliance with financial regulations, standing orders and administration procedures and systems at all times.
- Develop a maintenance programme of works for all relevant grounds and buildings while ensuring that they are managed in an economical way.
- Produce business, performance and information reports for the Facilities Manager on an as and when required basis.
- Meet with individual customers and group representatives ensuring a positive, responsive customer focused service ensuring the Councils reputation is at the forefront of all decision making.
- Promote all Council services at all times and attend meetings and events presenting yourself and the Council in a positive and professional way.
- Participate in personal development to ensure the development and improvement of the service and the business.
- Ensure that all the Grounds and Estates team have an individual appraisal which is linked to their own development and the priorities of the Council.
- Have direct dealings with customers and the public who may be distressed or volatile.
- Monitoring and use of CCTV equipment as and when required.
- The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and competence of the post as directed by the Facilities Manager.

## **8. COMMON DUTIES AND RESPONSIBILITIES**

### **8.1 Quality assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the service requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data reports are used in decision making processes, and to demonstrate through behaviour and actions a firm commitment to data protection, security and confidentiality as appropriate.

## **8.2 Communication**

To establish and manage the team communication systems, ensuring that the service's procedures, policies, strategies, objectives, vision and values are effectively communicated to all team members and where relevant the public.

## **8.3 Professional practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the services stated objectives of continual improvement in quality of its services to internal and external customers.

## **8.4 Health and Safety**

To ensure that all Risk and Health and Safety, and statutory, organisational arrangements and procedures as they relate to this area, activities and personnel under your control are understood implemented and monitored including the application and control of horticultural chemicals, pesticides and pest control.

## **8.5 General management**

To provide vision and leadership to all staff within the specific team while ensuring that effective systems are in place for workload allocation and management. Ensure the application of the authorities and the services policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

## **8.6 Financial Management**

To procure goods and services by using the Council's systems and procedures ensuring that the service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

## **9.7 Appraisal**

All members of staff will receive an appraisal and it is the responsibility of each member of staff to follow the guidance relating to the appraisal process.

## **9.8 Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. To ensure our commitment is put into practice we are developing policies, which will seek to remove any barriers to equality of opportunity and to eliminate unfair and unlawful discrimination.

### **9.9 Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using council information assets.

### **9.10 Induction**

The council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

## **GROUND AND ESTATES OFFICER – PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESMENT</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualification in Management or Horticulture</li> <li>• Level 3 in Horticulture as a minimum</li> </ul>	<ul style="list-style-type: none"> <li>• A formal project management qualification</li> <li>• A recognised management qualification in land, property or estates management.</li> <li>• A formal qualification in procurement</li> <li>• A formal qualification in ecology</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Selection process</li> <li>• Pre-employment checks</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 3 years working in a horticultural environment at a senior level</li> <li>• Leading, motivating and managing a team covering a number of locations</li> <li>• Experience of being involved in the setting and managing budgets</li> <li>• Experience of delivering a grounds and estate and allotment function over a number of locations</li> <li>• Direct face to face dealing with the public.</li> <li>• Experience of developing and managing service partnership arrangements with the private sector and the community</li> <li>• Experience of writing Risk Assessments, managing Risk and Health and Safety</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with community groups.</li> <li>• Experience of costing and pricing and managing grounds maintenance contracts.</li> <li>• Experience of Building management and maintenance of buildings in a number of locations.</li> <li>• Experience of planning, managing and delivering events and projects.</li> <li>• Experience of writing contract specifications and tender evaluation models.</li> <li>• Experience of managing and working in Cemeteries.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Selection process</li> <li>• Pre-employment checks</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of procuring goods and services ensuing value for money</li> <li>• Experience of setting, managing and monitoring performance standards</li> <li>• Experience of working in a Trade Union environment</li> <li>• Experience of working in a political environment</li> </ul>		
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively both verbally and in written form</li> <li>• Ability to work closely with members and key members of the community and business world.</li> <li>• Skilled negotiator</li> <li>• Ability to work under pressure</li> <li>• Knowledge of planning and scheduling horticultural works.</li> <li>• Ability to plan, organise and prioritise work</li> <li>• Aptitude to problem solving</li> <li>• Ability to use IT</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of developing invest to save projects</li> <li>• Knowledge of the voluntary sector</li> <li>• Knowledge of writing contract specifications and evaluation models</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Selection process</li> <li>• Pre-employment checks</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Willingness to work on own or part of as a team</li> <li>• Pleasant positive and convincing approach when dealing with colleagues and customers</li> <li>• Flexible approach</li> <li>• Enthusiastic and self-motivated</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Selection process</li> <li>• Pre-employment checks</li> </ul>

	<ul style="list-style-type: none"> <li>• Tactful and discreet</li> <li>• Hold a full and current valid driving licence</li> <li>• Willingness to work outside of normal office hours</li> </ul>		
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