

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title:</b>	NEAT Team Specialist	<b>Group/Department/Service:</b> Local Services, Highways & Neighbourhood Services		<b>Office Use</b>
<b>Band:</b>	4	<b>Workplace:</b> Site Based (Countywide)		JE ref: 1424
<b>Responsible to:</b> Senior NEAT Leader or NEAT Team Leader		<b>Date:</b> 1 November 2010	<b>Manager level:</b>	
<b>Job Purpose:</b> Undertake the provision of an efficient and effective horticultural, sports ground, green keeping and arboricultural service.				
<b>Resources</b>	Staff	Agency, Seasonal and trainees as necessary.		
	Finance			
	Physical	Day-to-day responsibility for the careful use and maintenance of expensive vehicles and allocated tools and equipment.		
	Clients	Duties have an indirect impact upon the health and safety of the community.		
<b>Key Duties and responsibilities:</b> Individually or as part of a team and under the general direction of senior colleagues: <div><div>1.</div><div>Provide an efficient and effective horticultural, sports ground, green keeping and arboricultural service in an allocated area to designated standards and in accordance with predetermined schedules.</div></div> <div><div>3.</div><div>As necessary, drive and operate a range of specialist vehicles to provide efficient and effective logistical and operational support.</div></div> <div><div>4.</div><div>As necessary, complete all necessary paperwork to accurately record the resources used and progress of work in accordance with corporate procedures.</div></div> <div><div>5.</div><div>Ensure the safety of other employees and the public in relation to the work undertaken including the safe use of all plant, equipment and tools.</div></div> <div><div>6.</div><div>Liaise with service users and members of the public in a courteous and respectful manner.</div></div> <div><div>7.</div><div>Ensure the work is completed within the time, quality and specified service standards.</div></div> <div><div>8.</div><div>Input to risk assessments and method statements, to ensure work is performed in a safe and responsible manner.</div></div> <div><div>9.</div><div>Work collaboratively with team colleagues to ensure that work plans are achieved and quality standards are maintained.</div></div> <div><div>10.</div><div>Ability to understand and comply with detailed spoken and written instructions drawings and plans.</div></div> <div><div>11.</div><div>As necessary, carry out routine vehicle driver and equipment operator checks in accordance with established procedures</div></div> <div><div>12.</div><div>Staff will be expected to work across the frontline services within their allocated area team.</div></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:	Predominantly standing with regular walking, some lifting, pulling and pushing. Need to remain alert for traffic and other potential hazards. Capable of complying with the physical demands of the posts and with special awareness when grass cutting using a Side Flail. Need to attend training and development courses, meetings or other work sites within area.			
Transport requirements: Working patterns:	Normal working week, Monday to Friday, with occasional evening, weekend and emergency call out work. Driving regulations apply, where applicable.			
Working conditions:	Extensive exposure to working outdoors in all weathers and traffic all day, with exposure to designated chemicals for which the wearing of specialist protective clothing may be required.			

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**PERSON SPECIFICATION**

Post Title: NEAT Team Specialist		Group/Department/Service: Local Services, Highways & Neighbourhood Services	Ref: 1424
Essential	Desirable		Assess by
Qualifications and Knowledge			
NVQ in Horticulture/Grounds Person/Green keeping/Arboriculture minimum level 2, or relevant comparable experience. NPTC Pesticide PA1 & 6 NPTC Arboriculture Certification Knowledge of the legislation and regulations relating to driving. An awareness of Health & Safety legislation and its application in the workplace Relevant knowledge of the range of tasks together with the operation of associated tools and equipment. An appreciation and interest in the need for the service. Chapter 8 new works and Street Works Act (T1 and T2)		Previous experience in a related area of work. First Aid Certificate.	
Experience			
Substantial experience of undertaking the duties of a Gardener, Groundsperson, green keeper or Tree Surgeon Experience of carrying out vehicle checks Ability to design and create carpet bedding. Experience of COSHH Safety Policies.			
Skills and competencies			
Able to understand and follow straightforward spoken and written instructions. Able to keep basic work records. Ability to drive a variety of vehicles, including tractors with trailers. Specialist skills associated with the operation and maintenance of hydraulic equipment. Able to plan, organise and prioritise own time and resources. Dexterity and co-ordination to use hand or power tools and equipment. Knowledge of PUWER Regulations. Excellent communication skills to enable dealings with the public, on a range of issues, on a daily basis.		HGV Licence – minimum level 2	
Physical, mental, emotional and environmental demands			
Able to cope with the regular high level of physical demand. Able to maintain general awareness for safe working conditions with some periods of concentrated mental attention. Regular contact with service users and the public. Ability to operate outdoors in all weather conditions.			
Motivation			
Reliable and keeps good time. Committed to the ethics of public service, quality and customer service. Appropriately follows instructions to achieve set tasks or objectives. Adapts to change by adopting a flexible and cooperative attitude. Supportive and adapts to team working.		A willingness to undertake job related training.	

Demonstrates integrity and upholds values and principles.		
<b>Other</b>		
A full driving licence - Category B.		