

Job Description and Person Specification

Post Title:	Team Leader (Parks & Open Spaces)
Reports to:	Parks & Open Spaces Manager
Scale:	5
Politically Restricted:	No

Overall Purpose

- To work as part of a team assisting in the development, implementation, and delivery of the Parks & Open Spaces Service
- The main function of this role consists of working alongside the Parks & Open Space Operatives, in addition the post holder will be required to undertake a range of site inspections, monitoring and office work.

Key Roles, Tasks and Responsibilities

1. To supervise the day-to-day operation of the Parks & Open Spaces operational staff to ensure adequate resources are available to meet the service needs.
2. If resources are limited, prioritises work and staff accordingly.
3. Liaise with & develop the Senior Parks & Open Spaces Operative to ensure cover can be provided at all times.
4. Organise staff and resources to provide cover for holidays and sickness.
5. To provide cover for other team members and to deputise for the Parks & Open Spaces Manager on such matters as may be appropriate.
6. To lead on recruitment, selection, appointment and induction of all Parks & Open Spaces operational staff, seeking guidance when needed from Human Resources.
7. Provide day to day management of operational staff, including personal development appraisals, disciplinary, capability and absence matters as appropriate.
8. To ensure full compliance and implementation in accordance with the Councils Absence Management Procedure offering the appropriate support where required.
9. Carry out investigations in accordance with the Councils Disciplinary Procedure to include capability matters, as appropriate. Maintain file notes of incidents outside of the procedure.
10. To identify and implement any training/development requirements for the operational staff updating records accordingly.

11. Ensure training is provided for the safe operation and use of vehicles, plant, and equipment and that at all times the Council's Health and Safety Policy is observed.
12. To ensure all vehicles plant and machinery is kept clean and maintained accordingly and that items scheduled for servicing are prepared and made available for the garage in a timely manner.
13. To arrange demonstrations of new plant and equipment and make recommendations for disposal, replacement, and purchase.
14. Maintain the machinery, plant & equipment inventory.
15. To ensure that daily vehicle, trailer, plant & equipment inspection sheets are being completed and actioned appropriately and bring any failings to the attention of the Transport Services Manager.
16. To undertake weekly site inspections to monitor PPE, performance, quality, site defects and record accordingly.
17. To ensure that weekly play inspections are carried out and recorded. To be responsible for arranging alternative cover during absenteeism.
18. To check time sheets and other documentation for accuracy and authorise as required.
19. Keep the round sheets up to date ensuring accuracy.
20. To ensure that all chemical storage & application records are maintained in accordance with the relevant control measures and to undertake and record periodic stock audits.
21. To continuously seek ways of improving efficiency of the section, evaluating resources, methods of work, routes, rounds etc.
22. To ensure health and safety matters are considered when changing work practices, introducing new equipment etc. and that risk assessments are undertaken, reviewed, and updated as appropriate.
23. To ensure accidents, incidents, dangerous occurrences and near misses are recorded, investigated, and reported in accordance with the Council procedures.
24. To carry out risk assessments, in consultation with appropriate parties, and record their findings in accordance with the Council's Policy and Procedure.
25. To review the risk assessments as appropriate.
26. Ensure the Council is disposing of green waste in a proper manner and in accordance with its 'duty of care'.
27. To be the first point of contact for out of hour emergency call out and to coordinate resources and response times. To be responsible for arranging alternative cover during absenteeism and updating the relevant Group Manager accordingly.
28. To attend meetings, where appropriate, on behalf of the Parks and Open Spaces Manager representing the Council and reporting back on relevant issues as appropriate.
29. Attendance at evening Council Meetings/Committees may be required.
30. To undergo designated training sessions as necessary, both corporately and job-specific, which may be out of normal working hours and/or at other establishments as may be required.

31. To contribute and work towards the on-going policies on Community Development, Best Value, Environmental Issues, Crime and Disorder and Equal Opportunities.

Post Characteristics

On call/emergency situations: Yes

Security/safeguarding checks: None

Health and Safety Responsibilities

1. Health and safety responsibility is inherent in the managerial role and the responsibilities for health and safety are no different from the requirements of other management activities.
2. To be familiar with and comply with the Council's health and safety policies and procedures and local department specific health and safety policies and procedures as amended or added to from time to time.
3. To be responsible for the effective implementation of the Council's health and safety policies and procedures with their services. To ensure that robust and effective safe working arrangements are in place and adhered to by all staff at all times.
4. To ensure that all accidents, incidents and near misses are properly reported and investigated.
5. To report any corporate or significant H&S issues to the Corporate Health and Safety Adviser.

Emergency Planning/Response Responsibilities

1. To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity and other associated documents.

Person Specification

Knowledge

Essential:

Knowledge of delivering a grounds maintenance service (3,4*)

Knowledge of the district (3,4*)

Knowledge of a wide range of plant and equipment (3,4*)

Knowledge of performance management (3,4*)

Experience

Essential:

Proven experience in a similar role, ability to organise, prioritise and deliver services, meet deadlines (3,4*)

Experience in training and developing staff (3,4*)

Skills/Abilities

Essential:

Excellent communication skills (3,4*)

Flexible approach (3,4*)

Ability to work on own initiative (3,4*)

Excellent communication skills (4*).

Good ICT skills and the ability to use all Microsoft Office packages and any specialist systems used by Neighbourhood Services (3, 4*).

Coaching Skills (3, 4*).

Ability to motivate staff (3, 4*).

Qualifications/Training

Essential:

Driving licence with C1E + CPC (4, 5*)

Relevant City & Guilds or equivalent level 2 (4, 5*)

PA1/PA6 Pesticide (4, 5*)

CP30/31 Chainsaw (4, 5*)

IOSH or equivalent in managing safety (4, 5*)

Operational Inspection of playgrounds (4, 5*)

Desirable:

Team Leader qualification or relevant experience (4, 5*)

Other

Essential:

Willing to work flexible hours and in excess of contracted hours when necessary, including some unsociable hours (3, 4*)

Method of assessment*

1. Test prior to shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence

Job Description and Person Specification details:

Reviewed by: Parks & Open Spaces Manager

Latest Version Date: January 2025

Job Evaluation Ref: A2118