

**CIRENCESTER TOWN COUNCIL
JOB DESCRIPTION**

Title: Grounds Maintenance Team Leader

Grade/Salary: SCP 19 – 21 (£25,481 – £26,511)
37hrs per week

Responsible to: Assistant Land & Property Manager

Responsible for: Grounds Maintenance Officer

Key Contacts:

Within the Council:	Senior Management Team Community Services Team Land & Property Team Office Services Team Town Councillors Lead Member for Land & Property Local Information Centre Staff/Volunteers
Outside the Council:	Cirencester Community Development Trust Ltd Contractors Utility companies Members of the public Voluntary Sector & Charities Local Organisations & Schools

Hours: It is expected that the listed tasks and responsibilities are completed within the contracted 37 hours, subject to consultation with the Land & Property Manager. Some tasks will require attendance at weekends or evenings along with some temporary remote working as well as a flexible working policy, out of hours and lone working required.

Main Purpose:

Cirencester Town Council (CTC) is currently responsible for managing 45+ hectares of open space/amenity land, which includes 18 play areas and 4 allotment sites.

You will be required to oversee and manage the day to day maintenance and development of amenities and playing surfaces. Use technical expertise and detailed operational expertise to ensure safe, consistent quality work across all areas.

About you:

You should be proactive and flexible in working both individually and as part of a team, with minimal supervision, and be able to prioritise effectively.

We expect you to have at least 5 years related experience, fundamental people management and communication skills with proven supervisory experience.

Thorough understanding of relevant Health and Safety Legislation and a willingness to engage in continual professional development.

Communication will be one of your strong points, both written and verbal, and you will be enthusiastic about delivering excellent quality service.

You will have good knowledge of Microsoft Word and Excel, as well as basic IT skills in order to navigate yourself around our document management system.

The role will include office based work one day per week to support and work alongside the Assistant Land & Property Manager.

Key duties include:

Supervision:

1. Contribute to the estimating process for the resources required for work projects.
2. Allocate activities to the work group, monitor and ensure the completion of tasks working with the Grounds Maintenance Officer.
3. Undertake and identify areas of work that requires escalation and reporting.
4. Conduct toolbox talks with the support of the Grounds Maintenance Officer, monthly to agreed schedule.
5. To have budget awareness for the work conducted by the Grounds Team and offer value for money savings ideas.
6. To have regular team meetings with the Grounds Team, Assistant Land & Property Manager and Land & Property Manager.
7. Review work practises and make changes linked to effective and efficient working practises.
8. To conduct, alongside the Grounds Maintenance Officer, formal monthly 121 reviews ensuring that regular reviews and an annual review is carried out for all staff in the team.

9. To provide cover in the absence of the Assistant Land & Property Manager and be the lead point of contact for land and property services during any absence.

Health & Safety:

1. Have a developed awareness of Health and Safety regulations in the area of responsibility. Possess a sound understanding of legislation relating to chemicals and dangerous substances. Promote and by example ensure safe-working practices at all times.
2. To act as on site emergency co-ordination/liaison in case of flooding or other emergency situations.
3. To co-ordinate emergency response and sluice gate operation as per the Memorandum of Understanding.
4. Ensure all equipment is correctly maintained and serviced. Support the efficient use of resources.
5. Conduct appropriate risk assessment with the aid of the Grounds Maintenance Officer, make recommendations and be able to respond to emergencies.
6. Train, develop, and motivate staff to continuously develop their technical skills and user relations. Supervise staff, especially trainees and apprentices to ensure standards of work and safety are achieved and maintained.
7. Maintain high standard communication within and without the organization.

Community:

1. Recruit and work with volunteers and work experience students as organised through the Assistant Land & Property Manager.
2. Liaise with Friends of Groups and Community Groups.
3. Facilitate and support events held in open spaces for example 'Bands in the Park', 'Phoenix Festival', 'Lost Cinema' and 'Handlebards'.

Other

1. The Council operates in a flexible way where all staff are expected to help each other as such from time to time there may be a requirement to support other service areas with duties commensurate with the post, including management service arrangements.
2. To be aware of and give consideration, within the role and remit of the post, to issues relating to equality, diversity and access for all initiatives.

3. To support other officers within the team on related projects and attend meetings internal (e.g. Land & Property Group) and external (e.g. ward based community and friends of groups) to the Town Council, giving updates, reporting on the work of land and property and responding to questions and queries.

Conditions of Service:

Notice you must give to end your employment: Following the successful completion of your Probationary Period – One month's notice.

Notice the Council must give to end your employment: One week's notice for each complete year of service up to a maximum of twelve weeks' notice.

The post is based at the Depot, Abbey Grounds, Cirencester and Bingham House, Dyer Street, Cirencester.

The post holder will be required to comply with the Council's Health and Safety Policy.

PERSON SPECIFICATION

Requirements	Essential or Desirable	Method of Assessment
Qualifications		
5 GCSE's 'C' or above, or equivalent	Essential Application/Certificates	
Level 3 qualification in a relevant field of study	Essential Application/Certificates	
Lantra Tree inspection	Desirable Application/Certificates	
Experience		
Supervision minimum 5 years	Essential	Application/Interview
Project support	Desirable	Application/interview
Budget awareness/management	Desirable	Application/interview
Customer Service	Essential	Application/Interview
Skills		
Organisational	Essential	Application/Interview
Numeracy	Essential	Application/Interview
IT skills, including Microsoft Office	Essential	Application/Interview
Excellent written and oral communications skills	Essential	Application/Interview
Other		
Proactive/self motivated	Essential	Interview/References
Ability to prioritise and meet deadlines	Essential	Interview/References
Ability to maintain confidentiality	Essential	Interview/References
Judgement, tact, discretion and initiative	Essential	Interview/References

Time Management

Essential

Interview/References