

WESTON-SUPER-MARE TOWN COUNCIL

PERSON SPECIFICATION

Post Title: Grounds Manager

Grade: JG5

It is essential that the post holder has the following work experience, personal attributes and skills/knowledge.

Experience:

- Parks, open spaces and children's play areas management.
- Applying Health and Safety standards relevant to play areas and open spaces.
- Managing improvement/refurbishment projects in relation to play areas.
- Background and or/experience of working in a horticultural and/or a public sector environment.
- Responsibility for safe systems of management for tree care.
- Leading and managing a team.

Personal Attributes:

- Effective interpersonal, organisational and communication skills.
- Deals calmly, confidently and positively with people at all levels, both face to face, email and over the telephone.
- Self motivated, able to work on own initiative as well as operating as part of a team.
- Ability to prioritise tasks within competing work demands and to meet pressurised deadlines.
- Committed to working enthusiastically with key stakeholders to ensure the successful and sustainable operation of the Grounds Department.
- Able to work independently on own initiative, effectively planning workload, with minimal supervision.
- Flexible and adaptable to meet changing business needs.
- Ability and willingness to work in a fast paced environment on multiple activities.
- Possess a 'can do' attitude to work.

Skills & Knowledge:

- IT Literate in MS Office applications and able to use IT including Microsoft Office, email and internet, and play area software.

Educations and Qualifications:

- COSHH
- Certificate in Horticulture or equivalent

Other Factors

- The post requires flexibility of working hours undertaken over 4-5 days including occasional evening and weekend work as required.
- This post requires a Standard DBS Check to be completed.

Equal Opportunities

- Be able to demonstrate a commitment to the principles of equal opportunities and diversity and be able to carry out duties in accordance with those policies.

Desirable:

- Experience in managing a wide range of assets that could include such features as public toilets, bus shelters and dog bins.
- Experience of finance, procurement and administration procedures within Local Government.
- Broad awareness of the characteristics of a local authority run grounds department, including the role of Elected Members.
- Knowledge of specialised play management systems and database packages.
- IOSHH.
- HND in Horticulture or equivalent.
- Relevant management qualification.
- A member of a relevant institute.