



## JOB DESCRIPTION

**Form  
JD1**

3.	<p><b>SUPERVISION / MANAGEMENT OF PEOPLE</b></p> <p><b>Direct:</b> None  <b>Indirect:</b> The post holder may be required occasionally to supervise a range of community volunteers e.g. Friends of Parks; conservation volunteers who help with maintenance activities, and occasional work placement students.</p>
4.	<p><b>CREATIVITY &amp; INNOVATION</b></p> <p>The post holder will be required to work collaboratively as well as on their own. This means that the post holders work style must respond to the particular requirements of each site and project.</p>
5.	<p><b>CONTACTS &amp; RELATIONSHIPS</b></p> <p>The post is part of the front line of delivery of the Public Realm service. The post holder's work will bring them into direct contact with other council employees, customers and community groups. The ability to communicate effectively in a tactful and courteous manner is a fundamental requirement of the post.</p>
6.	<p><b>DECISIONS – discretion &amp; consequences</b></p> <p>On a day to day basis the post holder will be responsible for prioritising their own daily work programme with the scheduled inspection regime. This will require the post holder to recognise importance of health and safety work over the routine and long term projects that will also be undertaken. Support is available from the Public Realm Operations Manager as required.</p> <p>The post holder will be responsible for ensuring that they comply with health and safety procedures in respect of activities under their day to day control, including the adherence to COSHH, HAVS and moving and handling requirements and guidance.</p>
7.	<p><b>RESOURCES – financial &amp; equipment</b></p> <p>The post holder will be responsible for the safe keeping and maintenance of materials, products, equipment and tools (circa £3k).</p> <p>The post holder will be responsible for the safe keeping of the PSS Live tablet (£500).</p> <p>The post holder will be responsible for the vehicle attached to the post.</p>
8.	<p><b>WORK ENVIRONMENT – work demands, physical demands, working conditions &amp; work context</b></p> <p><b>Work demands</b>  The post holder will work to frequent critical deadlines. Many of these will be generated by long term projects, however it is expected that some short term deadlines will need to be accommodated in the planning process. Post holders will need to be able to prioritise working practice against these deadlines.</p>

	<p><b>Physical demands</b> The post holder will have to work outdoors, travel between sites and be fit and mobile to be able walk around open spaces with varied terrain.</p> <p><b>Work conditions</b> The post holder will work in a mixture of environments and in all weather conditions, most without the presence of shelter. Most of the work will be lone working with weekly visits to the office to meet line management and other colleagues.</p> <p><b>Work context</b> The post holder will generally experience a positive working environment. However, complaints about the service are likely and will involve dealing with agitated and occasionally aggressive members of the public, either face to face or on the telephone, These will have to be handled with tact and diplomacy. The post holder is likely to also come across misuse of sites by the public e.g. rough sleepers, drug users &amp; litter.</p>
<b>9.</b>	<p><b>KNOWLEDGE &amp; SKILLS</b></p> <p>The post holder will be trained to the RoSPA Routine Level Playground Inspection and Maintenance One-Day Training Course. If the post holder does not have this qualification it is a requirement of the post that the post holder achieves this qualification within 3 months of starting work. Suitable candidates may also be offered the opportunity to train to the higher level – RoSPA Operational level Playground Inspection and Maintenance Two Day Training Course.</p> <p>In addition the post holder will have experience of general building maintenance e.g. painting, joinery, and simple construction. Experience of using horticultural machinery e.g. hedge trimmers, brushcutters and strimmers would be beneficial.</p> <p>Additionally it is essential that the post holder will be able to demonstrate the following skills and attributes: The ability to work effectively on their own or as part of a team and possess a confident and effective written and verbal communication style.</p> <p>Hold a current clean full driving licence.</p> <p>This post requires the post holder to undertake a basic criminal record check via the Disclosure and Barring Service.</p>

**10. Position of Job in Organisation Structure**

