

# CENTRAL SWINDON NORTH PARISH COUNCIL

## JOB DESCRIPTION

### Grounds, Landscape & Maintenance Officer

**Job Role:** Grounds, Landscape & Maintenance Officer

**Accountable to:** Estates Manager Tier 2

**Accountable for:** Allotment Officer Dual Tier 3 Below Substantive

**Key Relationships:** Local Residents, Parish Clerk, Parish Councillors, Swindon Borough Councillors Members & Officers.

#### **Main Purpose:**

Under the direction of the Estates Manager, you will act as the general officer of the Council's lease and landholding assets and ensure the delivery of the Council's operational plans in respect of those services.

You will also be the day to day operational contact between the Council and our approved Grounds & Street Cleansing contractor.

#### **Main Responsibilities:**

- Carrying out the day to day practical site management and maintenance of our in house and leased assets, in order to comply with the Council's site management aims and objectives.
- Ensure all Council lease holding assets are inspected at regular intervals.
- Ensure all appropriate safety compliance checks are undertaken, records are maintained, and repairs are undertaken.
- Be the point of contact for members of the public and sports organisations to resolve issues as they arise, especially at weekends.
- Work with the Estates Manager to ensure that land attached to the council's buildings are attractive and well maintained.
- Provide operational updates to the Estates Manager and advice for the Council, Committees of the Council and external bodies as required

- To perform basic maintenance jobs such as rudimentary landscape repairs, fixing fencing, erecting signage, maintaining hanging baskets and replacing low level external lighting units.
- To maintain the year round grounds within Chapel Street Toilets, Pinetrees Community Centre, John Moulton Hall, Moredon Library Gardens and the planters/grassed areas within our Charity managed Community Centres and the newly constructed Moredon Sports Hub.
- To undertake general maintenance duties as requested by the Estates Manager. These may include tasks such as varnishing, painting, clearing weeds.
- To ensure all Parish Notice Boards are serviceable and once a week collect the information required to put into the Notice Boards from the Finance Administration Assistant.
- To maintain all Parish Council bus shelter windows and frames and remove any graffiti as necessary.
- To help the Parish Council develop wildflower meadows in line with the agreed Policy.

## Person Specification Grounds, Landscape & Maintenance Officer

**Qualifications – Essential:** RHS Level 2 in Horticulture or will work towards.

Essential	Desirable
Experience of Lone Working	Experience of working with Councillors and members of the Public
Ability to work with tools & equipment.	Experience and qualification in mechanised equipment.
Full UK Driving Licence. Some endorsements permissible.	
Good verbal communication skills.	

### Location

The main places of work will be the Pinetrees Community Centre as well as across the Parish area.

### Working hours

Full Time. The hours are 37 per week and mostly required during hours of daylight.

### Contract Term

Permanent, Full Time.

### Remuneration package:

**Salary:** £24,313-£26,999 per annum.

**Holidays:** 36 days inclusive of 8 Bank Holidays

**Pension:** Eligible to join the WPS immediately.

All Council positions are appraised six monthly.

**Notice period:** One month

**Deadline for applications:** N/A

## **Central Swindon North Parish Council Job Application Guidance Notes**

The information you share with us in your application is all that will be used to determine whether or not you should be interviewed for the post. CV's alone cannot be accepted.

It is vitally important that your application form contains all the information that is necessary to secure an interview.

The following may be of assistance to you:

Acquaint yourself with the Application Form. If you would prefer, the form can be filled in electronically.

Read through the Job Description and the Person Specification.

The Job Description is a summary of the tasks that you will have to undertake and the Person Specification lists all the criteria by which the council will measure every applicant. Make sure your application form addresses both of these documents in order to maximise your chance of being called for interview.

### **Completing the Application Form**

- If you are submitting a written application, please use black ink. Fill in the factual sections first of all. Provide all of the personal information that is asked for i.e. name, address, telephone number etc.
- Take time to fill in the application form. Why not prepare a draft application on a separate piece of paper? By taking time, your application will be free of mistakes, possible repetition and ensure that the final version is well presented, informative and a real reflection of you.
- Please provide as much information as possible about how you can be contacted (telephone numbers, e-address etc)
- Under previous employment, please work back in time. If you have more employers than there is space for, please include the information on a separate piece of paper but indicate you have done so on your application form.
- Your educational record should be recorded sequentially i.e. start with school and move onwards in time. If you hold any professional qualifications, please list them even if you feel they are not relevant to the position for which you are applying. List any training you have undertaken (this can include in-house training with former employers).
- Make the fullest use of the section in which you are asked to provide information about why you wish to apply for the post on offer. Link your experiences to the Job Description and the

Personal Specifications. Tell us about any skills you may have. Remember, experiences gained elsewhere (e.g. voluntary work, sporting activities, family life) are all transferable and therefore valid. Please feel free to use additional sheets of paper if needed.

- Think carefully about who you would like to act as your referees. It is preferable to provide at least one present, or recent, employer although the council recognises that this may not always be possible where an applicant is commencing or re-joining working life. It is the council's practice that references will only be taken up if you are offered the post although there may be instances where it is necessary to do this in advance. Any appointment will be subject to the receipt of suitable references.
- Please tell us the earliest date when you could commence employment with the council.
- Do not forget to sign the application form and date it. We won't be able to process your application if this is not done.

We look forward to hearing from you!