

# WESTON-SUPER-MARE TOWN COUNCIL

## PERSON SPECIFICATION

**Post Title:** Grounds Manager

**Grade:** JG6

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

- Experience – parks, play area and open space management; H & S; staff and contract management.
- Horticultural and/or public sector background or experience.
- Excellent communication and interpersonal skills.
- Excellent customer service skills.

### **Work 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 staffing teams and contractors in line with business objectives.

### **Skills & Knowledge:**

- Excellent interpersonal and management skills.
- Effective organisational and communication skills.
- IT literate in MS Office applications and able to use IT including email and internet and play area software.

### **Personal Attributes:**

- 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.
- Ability and willingness to work in a fast-paced environment on multiple activities.
- 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.
- Possess a 'can do' attitude to work and personal resilience.

## **Educations and Qualifications:**

- COSHH
- Certificate in Horticulture or equivalent

## **Other Factors:**

- Willingness to work flexibility to meet business needs over 5 working days including weekends and evenings (on occasion) as required.
- This post requires an Enhanced DBS Check to be completed.
- The post holder will be expected to work both in an office-based and operational capacity on an approximately 50/50 split basis.

## **Equal Opportunities:**

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

## **Desirable:**

- Experience of managing a wide range of assets e.g. public toilets, bus shelters and dog bins.
- Experience of finance, procurement and administration procedures within Local Government.
- Knowledge of specialised play management systems and database packages.
- A broad awareness of the characteristics of a local authority run grounds department, including the role of Elected Members.
- IOSHH or willingness to undertake.
- HND in Horticulture or equivalent.
- Relevant leadership/management qualification.
- A member of a relevant institute.