

## Job Description

<b>Job Title</b>	Team Leader
<b>Directorate</b>	Neighbourhoods and Housing
<b>Service Area</b>	Greenspaces
<b>Grade</b>	5
<b>Competency Level</b>	1
<b>Salary</b>	£32,597
<b>Job Type</b>	Office Based
<b>Location</b>	Newton Road
<b>Disclosure and barring service (DBS)</b>	Not applicable
<b>Job Evaluation Ref No</b>	Not applicable

## Job Purpose

To effectively lead a team and mentor colleagues to positively contribute to the delivery of a broad range of grounds maintenance activities associated with the greenspaces, cemetery and crematoria related maintenance.

Ensure tasks are performed effectively, efficiently, safely and to a high standard.

Ensure team members follow recognised best practice to deliver maximum efficiency, flexibility and value whilst also complying with the Council's statutory, regulatory, advisory and strategic responsibilities for the service.



## Directly Responsible For:

Driver Operatives

## Directly Responsible To:

Supervisor

## Main Areas of Responsibility:

- To oversee, monitor and coordinate operational staff, fleet and equipment to ensure that agreed operating service standards are achieved
- To plan in advance all scheduled and emerging work ensuring that the resources required are in place to deliver the service. To engage in effective communication both within and across services, ensuring any potential risks or service disruption are reported appropriately
- To identify risks associated with all operations where required. Regularly monitoring operational staff and identifying training needs to ensure compliance and promote a positive health and safety culture within the Service
- To undertake Toolbox Talks and deliver risk assessments for operational staff to ensure a high skill level is achieved to ensure compliance with legislation
- To ensure that essential operational data for all services is accurately captured and shared to ensure compliance with reporting deadlines, eg completed work schedules, vehicle defect reports
- To identify and report potential hazards, accidents/incidents/near misses to an appropriate manager or supervisor in an efficient and timely manner to ensure that claims are minimised and dealt with in compliance with the required policies and procedures
- To proactively utilise and embrace technology to improve service delivery standards including the use of handheld devices and other associated software and equipment

- To deal effectively with any enquiries received whilst working on the network
- To take responsibility for own safety and the safety of others, including both staff and members of the public, ensuring compliance with relevant Health and Safety legislation and the Council's Health and Safety Policies. To ensure compliance with health and standards through regular monitoring and audits
- To be flexible in working hours and patterns to meet the needs of the service
- To participate in all aspects of personal training and development, ensuring any required licenses, qualifications, medical assessments status, professional memberships etc are current and where necessary renewed in goodtime
- To carry out any other duties commensurate with the grade, salary, training, skill set and level of responsibility, that may be assigned from time to time in the interest of the service

### **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

### **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

### **Physical Demands of the Job:**

- Required to drive and operate vehicles in accordance with licence held, which can include sitting in the vehicle for long periods of time
- Required to operate manual and mechanical plant and equipment

- Required to work in an outdoor environment all year round

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- NVQ level 2 in an industry specific subject, or 4 GCSEs Grade 9-5 (or equivalent), or equivalent relative experience and knowledge of greenspaces, cemetery and crematoria related maintenance (A/I)
- Full UK driving license Cat B or BE (A/I)

### Desirable

- PA1, PA6 Licence in Pesticide
- A recognised qualification in Health and Safety or knowledge of health and safety requirements associated with greenspace maintenance.
- NRSWA Unit 02 Signing, Lighting and Guarding

## Experience

### Essential

- Previous experience in a leadership role (A/I)

## Skills/Abilities

### Essential

- Ability to prioritise tasks maximising all available resources eg staff, time, vehicles, plant, machinery and equipment, in order to ensure delivery of timely outcomes and ensure compliance with the teams KPI's (A/I)
- Good verbal and written communication skills, including the ability to work with others in a compassionate, rational, considerate and respectful way (A/I)
- Ensure compliance with all relevant health and safety policies and procedures and consider the potential risks to persons coming into contact with the operation (A/I)

### Desirable

- Methodical and well organised with the ability to produce quality work
- Excellent planning and organisational skills
- Awareness and understanding of customer focus
- Support the management team when considering alternative ways of working or alternative plant, machinery & equipment
- Ability to work autonomously, leading a team to deliver the expected service outcomes
- Ability to demonstrate application of successful motivation and leadership of staff and the ability to coordinate the work of others

## Commitment

### Essential

- Comfortable working in an outdoor environment all year round with the ability to meet the physical demands of the role (A/I)

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

