

JOIN US

RECRUITMENT PACK

GROUNDS MAINTENANCE MANAGER

STARTING SALARY: £40,373-£43,472 DOE

ANNUAL LEAVE: 28 DAYS, PLUS BANK AND PUBLIC HOLIDAYS

HOURS: 42.5 PER WEEK, FLEXI-TIME

PENSION≈ LGPS 19% EMPLOYER CONTRIBUTION

MORECAMBE TOWN COUNCIL
MORECAMBE TOWN HALL
MARINE ROAD
MORECAMBE
LANCASHIRE
LA4 5AF

WWW.MORECAMBE.GOV.UK

TELEPHONE: 01524 956026

Dear applicant,

Thank you for your interest in applying for the role of Grounds Maintenance Manager.

This recruitment pack is designed to give you more information about the role and our organisation.

Please note that whilst we accept CVs and cover letters, we will also accept other formats of application - this is to ensure we get all the information from you that we need to be able to shortlist for interview.

Our shortlisting panel will only consider the information you submit - so please ensure that your application contains all the information about you that you want to get across.

Please apply by email, for the attention of Luke Trevaskis, to luke.trevaskis@morecambe.gov.uk no later than 29 April 2024. Please note we reserve the right to close this vacancy early if we receive sufficient applications for the role.

If you would like an informal discussion about the role and our organisation, or if you have any other questions please call 01524 956026.

Yours faithfully,



Chief Officer



ABOUT US

Morecambe is a welcoming community, proud of its historic past, which looks forward to a thriving and sustainable future.

Established in 2009, the Town Council is the most local level of government for the town of Morecambe.

Having recently been the first local authority in Lancashire to achieve Quality Council status, the Council is in a strong position to be a voice for the community, endeavouring to contribute to the town, and support others and those groups who do the same.

The Council comprises of twenty-six elected councillors across eleven wards and elections take place every four years.

The council is supported by a small team of officers to fulfil its ambitious plans, and it expects to see considerable growth in the delivery of a wider variety of services for the community in the coming years.

Through its strategic three-year action plan, the Council is currently delivering a programme of community events which aim to work with residents to boost economic outcomes for Morecambe, drive entrepreneurship and increase civic pride across the town.

ABOUT THE ROLE

As the Grounds Maintenance Manager you will support the Council by overseeing the full delivery of public realm services to support the Council's directives. It's an exciting time to join the Council and we've recently restructured our team to make our organisation more dynamic, efficient and effective.

The role will require self motivation and a proactive 'can do' attitude, embracing teamwork to deliver solutions that meet the identified needs of the community. You should have a track record of problem solving, and be able to demonstrate you can confidently lead by example, implement new working methods, and inspire and encourage the team to reach targets - all whilst fostering a positive workplace environment, underpinned by strict adherence to policies and procedures.

You will assist with and supervise all grounds maintenance work, whilst managing a small team, providing further assistance to deliver the Council's event programme, and lead the Council's contractual work.

The role will require balancing some desk-based administration and line management responsibilities. Leading and undertaking key maintenance tasks will also be required and the role can be physically demanding, involving bending, kneeling, lifting and carrying. Therefore, it is essential you are able to lift weights of up to 20kg.

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Morecambe Town Council believes its mission is to represent the best interests of the town and people of Morecambe. To enable communities to participate in, and inform local decision making - providing a platform and voice for all. ”



WORKING FOR THE TOWN COUNCIL

Morecambe Town Council recognise its biggest asset is its staff. and is committed to getting the best from you by providing access to appropriate training and development throughout your employment.

You will work as part of a small supportive team and report to the Chief Officer who has an open-door policy - welcoming and encouraging requests for support and guidance.

You will be required to attend frequent staff meetings which will be focussed on employee development, problem solving, and action points.

Morecambe Town Council provides an Employee Assistance Programme to give staff additional support. This provides you with access to a confidential support helpline for a range of issues including stress and anxiety.

The council operates a flexible working policy to ensure staff do not work more hours than they are paid; this allows staff (with agreement of their manager) to build a credit or debit balance of working days.

All out of pocket expenses will be reimbursed in line with the council's expenses policy.

The council will provide team building activities at appropriate times to foster strong bonds between colleagues.



JOB DESCRIPTION

1. Effectively manage a small team, implement new working methods, and inspire and encourage staff to reach targets - all whilst fostering a positive and supportive workplace environment, underpinned by strict adherence to policies and procedures.
2. Oversee work to ensure that parks, landscaped areas and open spaces are maintained. Managing the undertaking of amenity grass cutting, sweeping, pruning of shrubs, leaf clearance, hard landscaping, weed management, cultivation of bedding areas, and other horticulture activities.
2. To control and monitor the management of litter, street cleansing operations and removal of dog fouling, ensuring efficient removal of graffiti and gum, reporting of fly tipping, and collaboration with other services to nurture a multi-agency approach to achieve the Council's aims and objectives.
3. Undertake duties with an awareness of Health and Safety. Drafting and managing risk assessments for all activities, ensuring council policies are adhered to, facilitating training, whilst ensuring correct PPE is worn at all times and emergency situations are managed appropriately.
4. Oversee maintenance of all outdoor infrastructure such as street furniture, noticeboards, playgrounds, gyms and toilets, managing external suppliers to undertake repairs as required.
5. Ensure all equipment is adequately maintained, and all machinery, fleet vehicles and chemicals are regularly inspected and stored safely in adherence with HSE best practice. Managing all stock levels, and PPE, and re-ordering as required.
6. Promote pride in work and the delivery of high quality customer service. All public realm roles are public facing therefore the ability to converse at ease with members of the public, act as a face for the Council, and provide advice in accurate spoken English is essential.
7. Work with the Communications Officer to assist in raising the profile of the public realm team using social media, delivering talks to local community groups and schools about recycling, and supporting residents to undertake litter picks.
8. Play a leading role in the Council's event programme - helping to facilitate the set up of equipment, overseeing marshals, and providing additional supervision during events/festivals - involving direct contact with, and supervision of, children and vulnerable adults. Providing oversight of leaflet delivery and community engagement activities when required.
9. To create and monitor rotas and work schedules, manage work performance, and manage staff absences. Implementing new systems of work, and submitting regular reports for line management to demonstrate key achievements.
11. To promote the public realm services to other local authorities, working with colleagues to submit tender for opportunities as appropriate. Maintaining relationships with key stakeholders and holding regular staff meetings to ensure optimum performance and incentivisation. Undertaking any other duties commensurate with the level of the post as may be required.

ADDITIONAL INFORMATION

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Morecambe Town Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Morecambe Town Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Morecambe Town Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

PERSON SPECIFICATION

The person specification is used to decide if you are the right person for the job. This position is subject to an Enhanced DBS check.

The criteria marked "E" are essential prerequisites for the job and you are unlikely to be offered an interview if you cannot demonstrate these.

The criteria marked "D" are desirable aspects that help make candidates stand out, but we will provide full training and development in these areas if required. The criteria are assessed through the application form to shortlist for interview and at the interview itself.

EDUCATION AND TRAINING

- GCSE/O Level (or equivalent) at C or above in English and Mathematics (D)
- Certificate in herbicide application and/or horticulture qualification (D)

SKILLS AND KNOWLEDGE

- Good written and verbal communication skills, with good report writing skills (E)
- Ability to lift weights of up to 20kg (E)
- Hold a full UK driving licence (E)
- Ability to withstand a physical workload including bending, kneeling, lifting and carrying (E)

EXPERIENCE

- Experience of working in a similar role, and demonstrable experience of managing staff (E)
- Experience of good customer service, problem solving and conflict resolution (D)

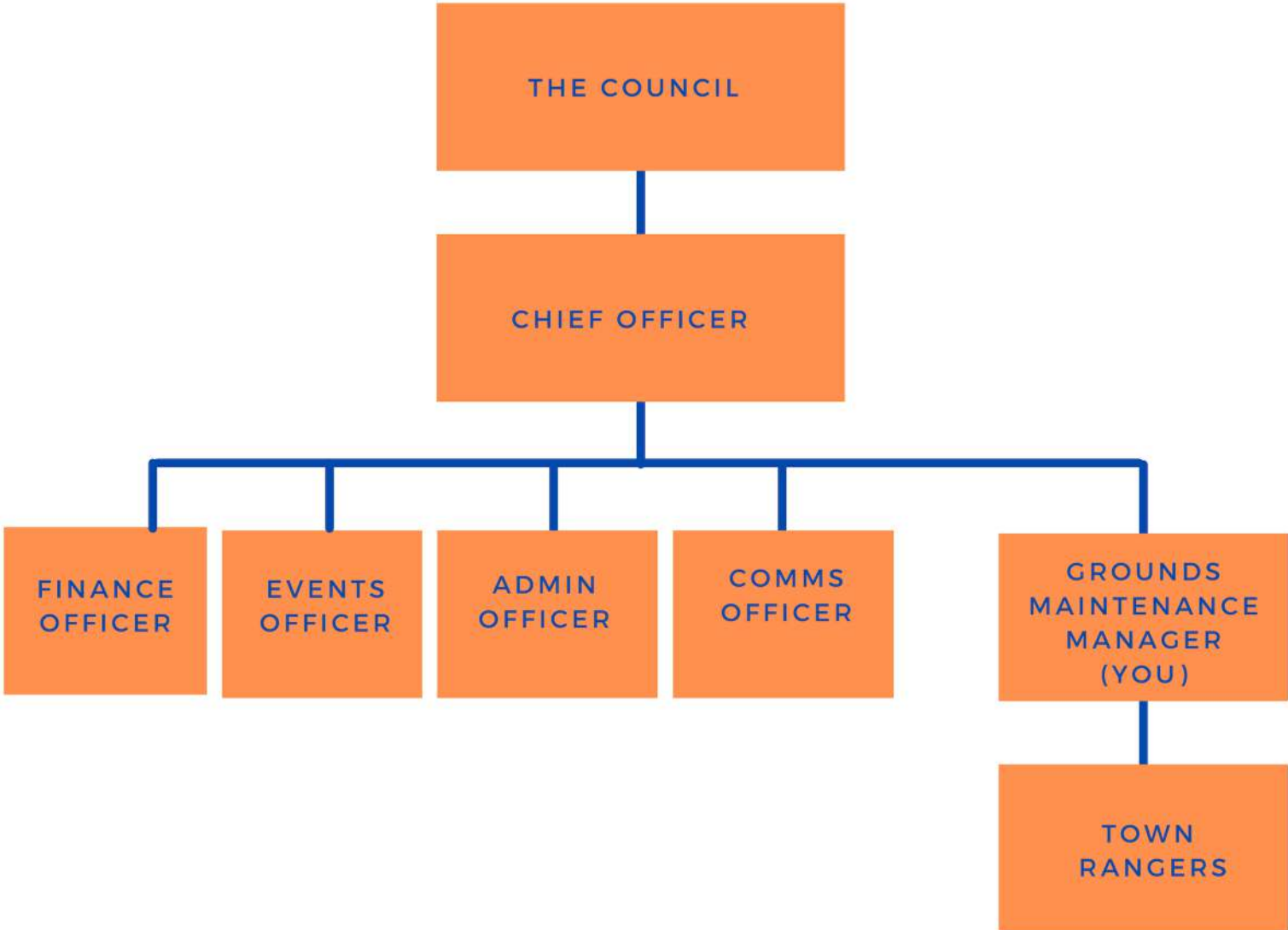
PERSONAL ATTRIBUTES

- A flexible, enthusiastic and proactive approach to work (E)
- Ability to self manage, motivate, and inspire (E)
- Polite and approachable (E)
- Willingness to engage with the community, and be a face of the public realm service (E)
- Ability to keep calm and measured in pressured situations (E)
- Ability to manage a varied workload and small team (E)
- Ability to work on own initiative (E)
- Value the importance of community and the work of the town council (E)

MORECAMBE TOWN COUNCIL SPECIFIC KNOWLEDGE

- Understanding, implementing and adhering to Morecambe Town Council's policies, procedures, values and behaviours, fostering a forward thinking workplace culture.
- Understanding of the post holder's own and their team's contribution to the Council as a corporate body.

ORGANISATIONAL STRUCTURE





SELECTION PROCESS AND INTERVIEWS

The closing date for applications is 29 April 2024. Please note this position is ongoing and may be offered to a suitable candidate prior to, or following, the application deadline.

A shortlisting panel may comprise of the Chief Officer and members of the Personnel Committee. Each application will be reviewed and scored based on how well you meet the essential and desirable attributes of the person specification.

The Council aims to shortlist candidates for interview by 1 May 2024. Unfortunately, we are unable to respond to every application. If you do not hear from us by 3 May you may not be suitable for the role at this time.

PRINCIPAL TERMS OF EMPLOYMENT

The detailed terms of employment will be confirmed in a written contract which will be issued on your first day of employment.

JOB TITLE

Grounds Maintenance Manager

SALARY

You will start on local government SCP 29-32 (£19.41ph-£20.90ph) dependent on experience, and progress through the range.

The current full-time equivalent is £40,373-£43,472 pro rata.

These values are set nationally and adjusted for inflation annually.

HOLIDAY

You will receive 28 days annual leave, in addition to bank and public holidays (pro rata).

HOURS OF WORK

This role is full time for 42.5 hours per week (including unpaid 30 minute lunch each day).

Evening and weekend working may be required in the delivery of events and will be part of the flexible working arrangements.

SICKNESS

You will be paid in accordance with Statutory Sick Pay.

PENSION

You will be enrolled in the Local Government Pension Scheme.

PROBATION

New starters are subject to a six-month probation period.

APPRAISAL

All staff undergo an annual appraisal.

