# North Northamptonshire Council

# Job Description and Person Specification

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| **Grounds Manager** |

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| **Service Area: Assets & Environment**  |
| **Reports to Head of Environment** |
| **Salary scale: NNCBAND9**  |
| **Responsible for: Ground Services** |

## Purpose of the job

The Grounds Manager is responsible for the operational management and strategic development of the council’s grounds maintenance and Arboricultural services, and associated contracts, to ensure the highest quality management of NNC’s public open spaces within the resources available.

## Principal responsibilities

1. Plan grounds maintenance and Arboricultural works across NNC’s urban parks and greenspaces, as well as other contracted areas such as Highways and Housing Association property, across North Northamptonshire, directing staff, and resources, ensuring the highest quality provision of service for the council’s residents, within the resources available.
2. Ensure effective recruitment, management and development arrangements are in place across all areas of the service to ensure a suitably skilled, supported, and motivated workforce.
3. Ensure suitable risk assessments and Health and Safety arrangements are in place over the whole range of grounds maintenance operations and service responsibilities, including high risk activities such as Tree surgery and operation of grounds equipment.
4. Manage service revenue and capital budgets, including financial planning. Prioritising and directing expenditure as required, making finance forecasts, developing new capital bids to ensure the service has sufficient resources and operates within them.
5. The strategic development of the services to meet the council’s aims, maintain efficiency and resilience to challenges such as pest diseases and climate change - developing grant bids, securing external funding and subsequent project delivery.
6. Ensure effective procurement of associated goods and services and management of contract terms, in keeping with corporate guidelines.
7. Provide effective responses to member and customer enquiries/complaints/FOI requests etc within the required timescales and corporate guidelines.
8. Ensure an effective response to customer feedback, including liaising with elected members and officials.
9. Measure and report on performance, reviewing trends and developing strategies to address areas of declining performance and achieve continuous improvement in service delivery.

## General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
2. Comply with the Council’s policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

# Person Specification

| **Attributes** | **Essential criteria** | **Desirable criteria** |
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| Education, Qualifications and Training | Degree level education in relevant specialism (Horticulture/environment/conservation/land management) –5 years’ experience in the industryDriving Licence | Health & Safety Qualifications e.g. NEBOSH, IOSH. ILM Standard Level 2 in relevant team leading discipline – 6 monthsPA1 and PA6 City & Guilds – 3 daysClass 2 license – exam and driving testRHS level 2 qualification in horticulture – 18 months |
| Experience and Knowledge | Extensive Knowledge and understanding of Grounds Management.Knowledge and understanding of the dynamics and complexities of public sector and Local Government. Strategic knowledge & understanding of commissioning/running Grounds Maintenance services. Strong contract management and project management skills.  Evidence of continual professional developmentKnowledge and experience of how to effect cultural and behavioural change, developing high performing teams. Excellent business and service planning knowledge and experience |  |
| Ability and Skills | Excellent leadership, negotiation and influencing skills, including change management and significant service delivery improvement. Recognition of the political environment of Local Government, demonstrating an understanding of how to approach sensitive matters.Excellent time management skills, with the ability to plan and deliver objectives with an agreed timeframe and be flexible in work approaches. Demonstrate excellent communication skills level of written and oral communication and IT user skill. Ability to develop, influence and maintain good working relationships with a wide range of customers, stakeholders and partners.Innovative approach to problem solving and achieving value for money.Excellent performance and financial management skills |  |
| Equal Opportunities | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. |  |
| Safeguarding | Demonstrate an understanding of the safe working practices that apply to this role.  |  |