JOB DESCRIPTION

JOB TITLE: Team Leader

DIRECTORATE/SERVICE: Commercial Services

RESPONSIBLE TO: Principal Officer

RESPONSIBLE FOR: Green Spaces & Streetscene Staff

MAIN PURPOSE OF POST

1. Manage and lead a team to ensure services are professionally delivered effectively, are customer focused and achieve excellent value for money.

2. To effectively manage the resources of the team including staff allocation, materials, equipment, transport and PPE.

3. To make a proactive and positive contribution to the overall development, commercialisation and reputation of the service.

DUTIES AND RESPONSIBILITIES

1. Lead a team to provide high quality, customer focused, effective and efficient services.

2. Effectively manage staff demonstrating an open, inclusive and responsive style of leadership to develop a flexible and effective workforce.

3. Hold regular and effective one to one meetings with each member of staff as well as an annual appraisal and six month review.

4. Ensure effective communication is carried out within and between teams including at least monthly team meetings.

5. Provide effective management of the resources of the service including staff, plant/equipment and materials.

6. Support innovative approaches in the delivery of services for which they are responsible.

7. Carry out the full range of operational duties required within the service.

8. Ensure that appropriate arrangements are in place, and operational, to fulfil the authority’s responsibilities concerning health and safety. Support the effective investigation of any accidents and any recommendations for
improvement.

9. Respond to customer enquiries in a polite, timely and professional manner.

10. Ensure the correct reporting and notification of work absences and hold review meetings in accordance with the corporate approach.

11. Report any areas of work outside the normal areas of responsibility that will reduce hazards, improve the environment or efficient working methods.

12. Ensure all relevant corporate policies and procedures, relating to the supervision of the team are implemented, including Equal Opportunities Policy and the Health and Safety Policy.

13. Carry out any other duties appropriate to the grading of the post.

The postholder must, at all times, carry out their duties and responsibilities to comply with Borough Council policies/procedures.

SPECIAL FEATURES OF POST
You may be required to carry out those duties at any Council workplace.
PERSON SPECIFICATION

JOB TITLE  Team Leader

DEPT/SECTION  Commercial Services

SKILLS / KNOWLEDGE / ABILITIES

ESSENTIAL

Able to manage resources including staff, plant and machinery
Ability to motivate others and organise daily workloads.
Good organisational skills
Working knowledge of mowing machines and light plant.
Ability to work on own or as part of a team.
Ability to use own initiative / problem solve.
Ability to prioritise works and work to deadlines.
Understanding of Health & Safety at Work Act.
Ability to interpret site plans

DESIRABLE

Ability to identify trees, shrubs and plants.
Knowledge in use, adjustment and maintenance of machines / light plant.

EXPERIENCE

ESSENTIAL

Previous experience in Horticulture/Environmental practices.
Experience in management of staff

DESIRABLE

QUALIFICATION / TRAINING

ESSENTIAL

Hold or willing to obtain appropriate level management qualification within the apprenticeship framework
N.V.Q Level 2 or equivalent.
Full Driving Licence.

DESIRABLE

N.V.Q Level 3 Horticulture/Environmental or working toward it / equivalent
Spraying certificate PA1 & PA6