

JOB VACANCY

JOB TITLE:	Deputy Parks & Open Spaces Manager
PLACE OF WORK:	Haydon Wick Parish Council
GRADE / SPINE POINT:	SCP 24 (£36,581.00 equivalent to £20.04 per hour) – SCP 28 (£40,444.00 equivalent to £22.16 per hour)
HOURS OF WORK:	35 hours per week (evening and weekend may be required)
REPORTS TO:	Parks & Open Spaces Manager
SUPERVISORY RESPONSIBILITIES:	Parks & Open Spaces Team, Volunteers, Community Groups, Partners/Stakeholders, as required.
FINANCIAL RESPONSIBILITIES:	Budget monitoring

Job Purpose:

1. The Deputy Parks & Open Spaces (POS) Manager will provide the operational bridge between the Parks & Open Spaces Manager and the wider workforce
2. To ensure that day-to-day services are well managed, staff are supported and accountable, Health & Safety standards are maintained, and operational information is effectively fed back to management.
3. The role will also provide management resilience and continuity by deputising for the Parks & Open Spaces Manager when required.

Key Accountabilities:

Operational

4. Undertake regular site visits, inspections and monitoring of Parks & Open Spaces, facilities and works.
5. Provide operational support for Council events and community activities.
6. Act as the lead for Tree Surveys, co ordinating inspections, recording findings and ensuring necessary follow-up actions are progressed.
7. Prepare and maintain department statistics, reports and reactive works information to support performance monitoring and decision-making.
8. Support the management and maintenance of sites, facilities, equipment and assets.



9. Lead on the tools and equipment inventory, ensuring records are accurate and equipment is appropriately maintained and accounted for.
10. Support the POS Manager with Council vehicle maintenance, inspections and compliance.
11. Identify operational issues and opportunities for improvement and escalate these to the POS Manager where appropriate.
12. Work collaboratively with other Council teams, contractors, volunteers and community groups to support effective service delivery.
13. Ensure all work is undertaken in accordance with relevant legislation, Council policies, procedures and Health & Safety requirements.

Team Management

14. Provide daily supervision and direction of operational staff, including work allocation, timekeeping and standards of work.
15. Provide daily on the ground management and supervision, addressing operational issues and ensuring staff remain accountable for their responsibilities.
16. Support the POS Manager with Health & Safety, risk assessments, safe working practices and reporting of incidents or concerns.
17. Support the Deputy Clerk, HR & Services Manager and POS Manager with projects, service improvements and new initiatives.
18. Attend POS Committee & Full Council meetings where required and provide operational updates and information.
19. Deputise for the Parks & Open Spaces Manager during periods of absence or when required.
20. Provide basic HR support, including return-to-work meetings, fitness assessments, identification of training requirements and support with performance improvement plans.
21. Monitor staff training requirements and support the implementation of appropriate skills development and refresher training.

Budget and Procurement Management

22. To support the POS Manager in monitoring available budgets.
23. Support the Chief Officer & Senior Management Team to maximise income opportunities and identify relevant grants that the Council is eligible to apply for.
24. To support the POS Manager in purchasing equipment and organising repairs or replacement tools in accordance with agreed annual budget and spending limits.
25. Support the Chief Officer & Senior Management Team with insurance matters and tracking the progress to find resolution.

Relationship Management

26. Liaise with contractors and suppliers ensuring that they operate effectively and meet the requirements of their contracts and the Council's policies and procedures.
27. Promote effective relationships between staff, residents and the Council.



28. Establish an effective relationship with the Chief Officer, Deputy Clerk & Services Manager, POS Manager and Councillors ensuring continued open lines of communication either way.
29. To work with the Senior Management Team on developing and delivering the Community Led Action Plan and setting team objectives to enhance and support these initiatives.
30. To lead initiatives with external partners relating to tree planting, wildflower and biodiversity projects and promote these initiatives.

Front Line Services

Undertake hands on grounds maintenance and environmental operations as part of the operational workforce, including:

- Grass cutting and associated mowing operations.
- Hedge cutting, shrub maintenance and vegetation management.
- Litter picking and the removal of litter and other waste from Parks & Open Spaces.
- Identification, clearance and appropriate reporting of fly-tipping and unauthorised waste.
- Strimming, edging, weeding and general grounds maintenance.
- Maintenance of paths, hard-standing areas, play areas and other public open space facilities.
- Basic maintenance and upkeep of sites, furniture, equipment and other Parks & Open Spaces assets.

General

31. To attend meetings of the Council, Committees and Working Parties, community or specialist meetings, as required.
32. To provide regular reports and updates of the Council, Committee and Working Party meetings, as required.
33. To attend training course associated with the job role and work as required by the Parish Council.
34. To action urgent matters under the 'out of hours' line and react to priority items.
35. Maintain awareness of industry developments, drawing relevant aspects to the attention of the Chief Officer and Council to the benefit of the community.
36. Key holder – this will include emergency call outs as required.
37. Under the direction of the Chief Officer, undertake project work as required.
38. To carry out other duties commensurate with the nature of this post.

This job description is not exhaustive and shall be reviewed on an annual basis. It may be modified from time to time with agreement.

Equal Opportunities

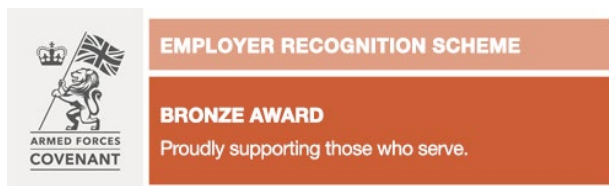
Haydon Wick Parish Council is an equal opportunities employer and all staff are encouraged to play their part. The Council ensures that no job applicant or employee receives less favourable treatment on the grounds of race, nationality, ethnic or national origins, sex, marital status including civil partnership, disability, age, sexual orientation, faith or belief, transgender, pregnancy and maternity, responsibility for dependants or is disadvantaged by conditions or requirements which cannot be shown as justifiable.



Selection criteria and procedures based on their relevant merits and abilities. All employees will be given equality of opportunity and, where appropriate special training, to progress within the organisation. The Parish Council is committed to a programme of action to make this policy fully effective and actively advances Equality of Opportunity.

Armed Forces Covenant – Bronze Award

Haydon Wick Parish Council is also proud to be an accredited Bronze Member of the Armed Forces Covenant. Through this commitment, the Parish Council recognises the valuable contribution made by the Armed Forces community and seeks to ensure that they are treated fairly and supported within our local community.





PERSONAL SPECIFICATION – POS Deputy Manager

CATEGORY	ESSENTIAL	DESIRABLE
1. Qualifications	- NPTC Level 3 and above in Work-based Horticulture or grounds maintenance and land management - Vocational qualifications e.g. Use of ride on mowers, chainsaw, hedge trimmer, bush trimmer, pole saws etc.	- Woodland Management - Environmental Conservation Management - Arboriculture / Tree Management - Desire to continue learning and training
2. Related Experience	3+ years experience as a manager in a similar environment within the last 5 years, - Experience of budget planning and control - Experience of dealing with contractors and suppliers - Experience of dealing with the public - Experience of H&S management	- Experience of keeping financial records - Experience of public service tendering - Experience of complaint handling - Experience of working in local town or parish council environment - Project management experience - Strategic development
3. Skills and Abilities	- High level people management skills with ability to motivate - Accurate writing and numeracy skills - Good level of IT skills – use of email, word and excel - Outlook, web research and social media literate	- Mapping / Geographic Information Systems - Experience of managing recruitment, training plans, annual appraisals and disciplinary actions - Performance indicators for staff and service appraisals - Excellent proof-reading skills - Using excel for reporting data
4. Other Requirements	- Good interpersonal and communication skills - Demonstrate initiative and flexibility - Friendly and positive outlook - Reliable and punctual	Able to cope with planned and reactive environments, delivering changes effectively