

Recruitment Pack for the role of Full Time Grounds Keeper



Broseley is a vibrant town in the heart of the 'cradle of the Industrial revolution' across the River Severn from the iconic Ironbridge. In the 18th and 19th centuries, it developed into a major centre for coal mining, iron and earthenware manufacture as well as a variety of associated activities and although these industries have since disappeared from the area, there are still plenty of reminders of the role of Broseley in the early industrial revolution.

You can find out more about Broseley via it's website: <https://www.visitbroseley.co.uk/>

With a population of around 5,000, Broseley is a civil Town with the status of a town and is in the part of Shropshire administered by Shropshire Council, a unitary authority.

The **Town Council** of 11 members covers Broseley East, Broseley West and Broseley Wood. Members are elected every 4 years and carry out their duties on a voluntary basis. More information on the Councillors and the services provided by the Town Council can be found via their website:

<https://www.broseley-tc.gov.uk/>

We currently have an opportunity for a **Full Time Grounds Keeper** to join our grounds maintenance team. The post is a permanent position of 36 hours per week, at a salary between SCP 23 - 27 (£32,076 - £35,745 Pro Rata), dependant on experience and qualification.

An application form and recruitment pack can be downloaded from the council's website <https://www.broseley-tc.gov.uk/vacancies>

**All enquires for this role should be addressed to
The Town Clerk email townclerk@broseley-tc.gov.uk**

Closing date for applications: 23 February 2023
Interviews will be held: week commencing 11 March 2023

BROSELEY TOWN COUNCIL
GROUNDSPERSON JOB DESCRIPTION
Date of Job Description: 26 January 2024



Post Title: Grounds Keeper	Reports To: The Town Clerk
Location: Broseley Town Council Offices, The Library, Bridgnorth Road	Car User Status: Casual
Responsible For: Grounds maintenance of the Council	Contract Type: Permanent Full Time 36 Hours Per Week

Specific Responsibilities

Staff Management

- Lead, inspire and line manage the grounds team on a day to day basis – identifying any training that may be required enabling them to be the best they can be whilst representing BTC
- Day-to-day management of Broseley's Open Spaces, Cemetery, parks and amenity areas, and the repair and maintenance of the Council's outside areas and buildings.
- Cemetery - To maintain the Council cemetery to the standard required and stipulated by the Council, to include all aspects of maintenance.
- Liaise closely with the Finance Officer regarding cemetery bookings and requirements for burials and/or interments.
- To collaborate with the Finance Officer in resolving day to day issues such as repairs, and maintenance required.
- Sourcing and managing external contractors to deliver all aspects of grounds related service requirements.
- Manage and maintain in a clean and organised manner all Council Grounds vehicles, machinery and tools ensuring compliant records are held centrally.
- Manage and maintain daily (or otherwise as directed) log sheets for all relevant vehicles and machinery to demonstrate a proactive approach to managing due diligence and compliance.
- Health and Safety – To ensure the Town Council meets all its Health and Safety obligations relating to all aspects of the Grounds service
- To produce and maintain an up to date and regularly monitored set of Risk Assessments and Safe Working Practices
- To prepare, record and maintain a full set of COSHH assessments in respect of all relevant materials used by the Council in relation to the Grounds service.
- PPE - Ensure that all correct PPE is worn and used at all times when on duty and ensure the same for the ground's persons.
- Planting – To manage the Council's hanging basket and seasonal displays, to include watering, deadheading, feeding etc including the coordination of all annual planting activity.
- Additional Duties – To undertake additional grounds maintenance operations in collaboration with the Town Clerk from time to time.
- To undertake additional, other general works required by the Council as directed by the Town Clerk from time to time.
- Appearance – To lead by example and present oneself as an Ambassador of the council.



Supervision and Work Planning

- The post holder will be required to work under the direct supervision of the Town Clerk
- The post holder will be responsible for supervising the work of each ground's employee.

Contacts

- Members of the public
- Broseley Town Council staff and councillors
- Representatives of partner organisations
- Suppliers and contractors

Working Environment

- Work is subject to interruptions to deal with enquiries from members of the public, to respond to requests from managers and other staff and to address urgent or unplanned events.
- There will occasionally be a need to work with members of the public who are unhappy with elements of the council's work or who wish to discuss issues of a sensitive or distressing nature
- This is a manual job, mainly physical and outdoor work with some keyboard/computer work

Resources

The post holder will have some responsibility for the management of council owned grounds equipment, Keys and fuel cards.

General

- To undertake such other duties and responsibilities as are specified by the Town Clerk and are commensurate with the grade of the post
- This job description only contains the main duties relating to the post and does not describe in detail all the duties required to carry them out
- In accordance with the Health and Safety at Work Act 1974, to take reasonable care for the health and safety of yourself and of others

Special Notes or Conditions

- To be appointed as a key holder for facilities.
- To be available, subject to operational requirements, to undertake any relevant training course as required
- To be a lone worker with appropriate equipment provided including a mobile phone to be carried whilst on duty.
- To be designated Fire Warden if required
- To undertake any other duties required by the management of the Town Council which are applicable to the grading and nature of the post, and which do not change the general character of the duties, or the level of responsibility entailed.
- Attendance at evening and occasional weekend meetings/events may be required
- The post holder will be required to wear clothing that meets the requirements of the council's Employee Handbook including management of PPE for self and others



PERSON SPECIFICATION

Describes the knowledge, skills, understanding and attributes, which are required to successfully perform this role. This document also identifies how this information may be used to shortlist candidates and to identify areas of questioning for the job interview process.

Category	Essential	Desirable
Skills	<p>Full UK Driving Licence</p> <p>Ability to use a wide range of horticultural machinery and power tools</p> <p>Administrative skills to maintain accurate records as necessary to comply with statutory duties or Council Procedures</p>	<p>First Aid at Work qualification</p> <p>Chainsaw certificate of competence</p>
Experience	<p>Experience of managing public open space and facilities</p> <p>Experience of managing a team of staff.</p> <p>Turf care and maintenance</p> <p>Hard landscaping techniques</p>	<p>Experience of managing a budget.</p> <p>Experience of working within Local Government at the Local Council level.</p> <p>Experience working in a senior or management role at a Town or Parish Council</p>
Competences (Knowledge, abilities, skills)	<p>Knowledge and experience of working in a strategic manner.</p> <p>Knowledge of Health and Safety requirements</p> <p>Ability to work well individually and as part of a team</p> <p>Hard working, self-motivated and pays attention to detail</p> <p>Ability to project manage end to end, from conception to completion.</p> <p>Enjoys manual and heavy work, must be physically fit and able to cope with manual work and the physical demands of the job.</p> <p>Flexible approach to manage conflicting work priorities</p> <p>Ability to work in all weathers and seasons</p>	<p>A good knowledge of horticulture</p> <p>Ability to pass on knowledge and share learning with colleagues</p> <p>Driving licence and experience of driving large vehicle</p>



	<p>Ability to present reports to Council meetings in a professional, clear and balanced manner</p> <p>Excellent Communication and interpersonal skills</p> <p>Proactive and self-motivated</p> <p>Ability to prioritise and meet deadlines</p> <p>Ability to maintain confidentiality</p> <p>High level of judgement, tact, discretion and initiative.</p>	
Other requirements	Willingness to undertake training and take responsibility for own professional development	Health & Safety – COSHH understanding

Timetable

Advert live 26 January 2023

Closing date 23 February 2023

Shortlisting week commencing 26 February 2023

Interviews week commencing 11 March 2023

May include a 'meet and greet' with Councillors



BROSELEY TOWN COUNCIL

Application form (also provided separately as a word document)

Personal Information (*Note – this page will not be shared during shortlisting*)

Surname:	
Forenames:	
Title (Mr, Mrs, Miss, Mx etc.):	
Previous names (if any):	
Current address:	
Daytime telephone number:	
Email for correspondence:	
Do you have the right to take up employment in the UK? If no, please provide further details.	YES / NO
If you do not have the right to take up employment in the UK, would you wish us to assist you in applying for the right to work?	YES / NO



Dates you are not available for interview:	
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Education and Qualifications

Establishment	Qualifications gained

Work experience

Please give details of your last three jobs. Any relevant posts held before then may also be mentioned. Please begin with your present or most recent position and then work chronologically backwards.

From	To	Name and address of employer	Job title, description of duties and responsibilities, reason for leaving and salary on leaving



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Other Information

Do you have any other training, qualifications, skills or personal qualities relevant to the post (e.g. computer literacy, full driving licence, etc.)?

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Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.

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Have you made a previous application to the Council? If so, when was this and what was the outcome?

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Drawing upon your experience, skill, abilities and qualifications you should demonstrate their relevance to the job that you are applying for. Use the job description and person specification as a guide and be sure to demonstrate your ability to do the job where you can. You should also explain why you are applying for this position.

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If you are successful, when could you take up your post? How many weeks' or months' notice do you have to give to your current employer?

If you have a mental or physical impairment, please give details of any special arrangements or adjustments that would assist you to attend an interview.

Referees

Please give details of two referees, one of whom must be your current or most recent employer (or, if this is an application for your first job, your school teacher or higher or further education lecturer). Neither referee should be a relative or contemporary.

First referee	Second referee

Rehabilitation of Offenders Act 1974

In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose all and any past or pending cautions or convictions, whether spent or otherwise, unless it is either a "protected caution" or a "protected conviction" under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.



Please specify below details of all and any past or pending cautions or convictions, whether spent or otherwise, except for protected cautions or convictions. **If you have no past or pending cautions or convictions, please specify "None".**

Canvassing

All forms of canvassing will automatically disqualify candidates from employment e.g. you must not ask a Councillor or Officer to use their influence to help you gain this job.

Are you related to a Councillor or Officer of the Town Council? If yes, please give their name and your relationship to them

Declaration

I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby consent to the Council processing the information supplied on this application form for the purposes of recruitment and selection. I accept that if my application is successful, this application form will form part of my personnel file and, in that case, I consent to the data on it being processed for all purposes in connection with my employment.

Signed: Date:

To be returned to: townclerk@broseley-tc.gov.uk by the closing date in the pack