

MALDON DISTRICT  
COUNCIL

Princes Road  
Maldon  
Essex CM9 5DL

[www.maldon.gov.uk](http://www.maldon.gov.uk)



**Parks & Countryside Officer &  
Co-ordinator  
(Level 1, 2, 3 & 4)**

**(FM18 DD13)**

<b>Job Title</b>	<b>Parks &amp; Countryside Officer and Co-ordinator</b>
<b>Service Area</b>	<b>Service Delivery</b>
<b>Grade</b>	<b>Level 1</b> <b>C (SCP 9-12)</b>
	<b>Level 2</b> <b>D (SCP13-16)</b>
	<b>Level 3</b> <b>E (SCP17-20)</b>
	<b>Officer Level 4</b> <b>G (SCP 25 - 28)</b>
<b>Job Reference</b>	<b>FM18 DD13</b>

<b>Reporting to</b>	<b>Responsible for</b>
Levels 1, 2 and 3 reporting to Officer Level 4	
Officer Level 4 reporting to Lead Countryside & Coast Co-ordinator	Levels 1, 2 & 3

<b>Team Purpose</b>
Develop and deliver the asset management strategy for the Council. Maximising returns across assets and ensuring that they are well managed/maintained, including future acquisitions or developments. Supporting the Council's ambitions across prosperity, community and place strategies through acquisition, development and utilisation of assets.

<b>Role Purpose</b>
<p><b>Level 1, 2 &amp; 3:</b></p> <ul style="list-style-type: none"> <li>To provide a grounds maintenance service across the Maldon District in order to maintain the Council's parks and open spaces to a high standard.</li> </ul> <p><b>Co-ordinator Level 4 (in addition to the above):</b></p> <ul style="list-style-type: none"> <li>To coordinate the day to day activities of the Parks Team to ensure works are completed to agreed specifications and timescales.</li> <li>In addition to the co-ordination role, to undertake as and when required gardening and ground working duties including the use of vehicles, tractors and associated commercial grounds maintenance equipment in the delivery of the services as required.</li> <li>To lead and develop an operation that enables continuous improvement in service delivery and improves customer satisfaction and value for money</li> </ul>



## **Key Accountabilities**

### **Level 1:**

- Work in partnership with others to achieve high standards of grounds maintenance
- Organising own working methods within guidelines to ensure safe working and adherence with health and safety procedures and instruction
- To undertake weekend and bank holiday duties on a rota and to provide out of hours cover for events and civil emergencies
- Undertake general gardening and grounds maintenance duties to include:
  - Leaf clearance; bin emptying; sweeping; litter picking
  - Strimming; rotary and cylinder mowing; use of associated groundcare machinery and implements
  - Care of beds; basic glasshouse work
  - Initial marking and overmarking of sports pitches
  - Pesticide applications and calibrations
  - Basic maintenance of vehicles and equipment
  - Litter and bin collection
- Basic machinery operation and vehicle driving

### **Level 2 (in addition to above):**

- Ability to undertake at least four of the following additional elements:
  - Tractor driving with specialist implements – e.g. - side arm flail, verti-drain
  - Use of heavy ride-on mowers and plant
  - Repair and servicing of a range of equipment
  - Undertaking play equipment inspections
  - Specialist glasshouse work – propagation from seed and cuttings etc.
  - Preparation and maintenance of flower and shrub beds and borders
  - Felling and processing small trees with a chainsaw
  - Fine turf management
  - Splash Park setting up and monitoring

### **Level 3 (in addition to above):**

- Provide assistance to the Co-ordinator, Level 4 for the allocation of weekly and daily duties of the team during periods of absence or sickness
- Act as lead officer for specified areas of work e.g. grass cutting & contracted cutting works; arboriculture work; fine turf & sports pitches; machinery & vehicles etc.
- Required to make decisions about day to day work related issues within their own specialist area
- Responsibility for identification and purchase of machinery parts required for maintenance within agreed budget limits
- Some creativity/innovation is expected in order to deliver high quality, value for money service
- Put forward ideas for service improvement and have input into projects within



specialist area

**Level 4 (in addition to above):**

- To provide co-ordination (rotas, work programmes, etc.), direction and guidance in the delivery of services
- Responsible for mentoring, performance and day-to-day managing and assigning of work
- Required to make most decisions without referring to higher authority. (Decisions relate to wide range of complex subjects within their own specialist area and consider other service issues as well as wider Corporate issues)
- Budget control within defined areas, responsibility for monitoring revenue and capital budgets and prioritising spend in key areas.
- To ensure all staff comply with the Health & Safety at Work Act and to provide information, instruction and supervision for the team adjusting Risk Assessments and safe working practices if required to maintain safe and healthy working conditions.
- To undertake Risk Assessments and produce Safe Working Practice for team activities
- To inspect contractors, event organisers and concession operators' documentation operating from or on Council land or premises to ensure Health and Safety procedures and documentation are in place
- To ensure all machinery and equipment (including vehicles) are maintained in a fit for purpose condition. Manage defect reporting, make arrangements for necessary repairs. Recommend to the Lead Assets & Maintenance Co-Ordinator repairs and replacements as necessary
- Undertake contract monitoring by inspecting and recording that contractors are providing the service they are being paid for and reporting any problem areas and suggesting solutions
- Supporting staff on the Splashpark (and other seasonal activities) ensuring the plant room and facilities are operating and supervised correctly, ensuring staff are on rota to support colleagues to ensure security of all sites, patrolling sites, highlighting potential dangers or hazards

<b>Key Objectives</b>	
<b>Working with customers</b>	Work with internal and external customers to support high quality service delivery
<b>Working towards the Corporate Plan</b>	Contribute to Corporate Plan delivery by maintaining delivery of our public spaces, providing high quality service.
<b>Knowledge of services</b>	In-depth understanding of specialist delivery area, being professionally qualified where necessary.



Key Objectives	
Using systems effectively	Basic IT skills (Level 1 & 2) and ability to use IT confidently (Level 3)

Specific Tasks	
Parks & Grounds Management	Working efficiently, professionally, paying attention to detail and instructions to manage the Council's assets. Ensure outcomes meet legislative and professional standards.
Team work and working with others	Work collaboratively with colleagues to manage Council assets, parks and countryside.
Performance	Working towards achieving the KPIs set by the Commercial Manager

Qualifications
<p><b>Level 1:</b></p> <ul style="list-style-type: none"> <li>• NVQ level 2 or equivalent in Horticulture, Amenity Management or similar, <u>or</u> reasonable experience in Grounds Maintenance functions and settings</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Two or more competency certificates in the following (or similar work-appropriate training):           <ul style="list-style-type: none"> <li>○ Pesticide Spraying licence</li> <li>○ Brushcutter/clearing saw licence</li> <li>○ Chainsaw licence (C30/C31 equivalent)</li> <li>○ Ride on/pedestrian mower certificate</li> <li>○ Amenity tractor with trailer/PTO mounted implements</li> <li>○ Woodchipper</li> </ul> </li> <li>• Full UK driving licence and access to own transport for work purposes</li> <li>• Ability to operate machinery including grass cutting and light vehicles</li> <li>• Knowledge of relevant Health and Safety measures and requirement to take responsibility for own actions.</li> </ul> <p><b>Level 2 (in addition to above):</b></p> <ul style="list-style-type: none"> <li>• Ability to operate machinery including grass cutting and light vehicles; potential for Tractor training</li> <li>• Good knowledge of care of bedding plants, shrubs and borders</li> <li>• Good plant knowledge and identification skills.</li> <li>• Ability to prune trees and shrubs to high standard</li> </ul>



## Qualifications

- Good knowledge of relevant health and safety measures and risk assessments
- Recent experience in a range of horticultural and grounds maintenance functions

### Level 3 (in addition to above):

- Experience in a range of horticultural and grounds maintenance functions
- Able to work on own initiative especially when working alone.
- NVQ Level 3

### Supervisor (in addition to above):

- NVQ Level 4 in specialist area
- General practical skills and knowledge to a minimum of Parks & Countryside Officer level.
- Extensive experience of operating heavy machinery (i.e. tractors and grass cutting machinery)
- Extensive experience of managing practical based teams working in a predominantly outdoor multi-site environment, including training
- Chainsaw work, tree surgery and tree management
- Ability to develop effective working relationships with colleagues, elected members, project partners and key stakeholders
- Report writing and demonstrable financial administration skills
- Good communication skills to present complex/sensitive information in an understandable way, to a range of audiences.
- Demonstrable ability to analyse and interpret information and situations. Ability to develop solutions and plans for the medium term

## Knowledge, Skills and Experience

### Level 1:

- Good working experience or ability to learn grounds maintenance duties

### Level 2 (in addition to above):

- Ability to use and maintain various types of equipment

### Level 3 (in addition to above)

- Ability to provide support to the Level 4 Co-Ordinator with work allocation



**Knowledge, Skills and Experience**

- Ability to act as lead officer
- Able to bring forwards ideas for improvements, innovation and quality value for money services

**Level 4 (in addition to above)**

- Ability to supervise staff and plan work
- Ability to make decisions without referral
- Able to monitor budgets
- Health and Safety qualification/experience
- Able to oversee contractors and events

**Specialist Knowledge**

Depending on the level and nature of the work undertaken some post holders may be required to hold technical/specific qualifications.

**Special Requirements**

<b>Emergency Planning</b>	This post (Level 3) may, on occasions, be required to take part in the Council’s emergency planning training and may be called upon in the case of such an emergency. Where necessary this will include unsociable hours.
<b>Election Duties</b>	This post will, on occasion and with reasonable notice, be expected to assist with election duties as required and this will include working unsociable hours.  A separate payment for election duties will be made as determined by the regional Elections Committee.

**Standard Terms**

1. To comply with appropriate legislation, service and Council policies.
2. All employees have responsibility under the Health and Safety at Work, etc. Act 1974. These responsibilities are laid out in the Council’s Health and Safety policy and procedures.
3. To support and be committed to the Council’s policy on safeguarding and promoting the welfare of vulnerable groups



	<p>including, young children and adults; the Council expects all staff and volunteers to share this commitment.</p> <ol style="list-style-type: none"> <li>4. To support the Council's equality and diversity policies.</li> <li>5. To operate within the Council's IT policies and data protection rules and regulations.</li> <li>6. To operate within the Council's financial regulations.</li> <li>7. Manage budgets and resources ensuring that they are deployed effectively with robust internal controls and compliance with relevant regulations, policies and guidelines.</li> <li>8. To participate in internal committees and departmental working parties to ensure continuous improvement as required.</li> <li>9. Any other reasonable duties as may be required from time to time</li> </ol>
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### Competency Framework

Central to the delivery of the role are the Council's values and behaviours and all employees are expected to work within the Council's Competency Framework. These are shared by all employees and applied to everything we do. The points for each competency are shown below:

<b>Maldon behaviours [competencies]:</b> see the framework in the Performance Review Toolkit for a full list behavioural indicators	
<b>Core Competencies - All Workforce</b>	
<b>Communicating</b>	Expressing information in the best way and timescales that ensures clarity and understanding and responding in the most appropriate manner.
<b>Managing and Leading People</b>	Providing direction and support to those we work with to ensure service excellence.
<b>Customer Focus</b>	Taking into account customer needs, striving to meet them and providing the best service to our customers and colleagues.
<b>Planning and Managing Work</b>	Planning and managing work to meet individual, team and service objectives whilst achieving quality and value for money.
<b>Analysis and Problem Solving</b>	Assessing and interpreting information in order to support work activities, identify issues and aid problem solving.
<b>Initiative and Decision Making</b>	Taking the right action, based on what we know and being responsible for what happens.
<b>Developing Self</b>	Committed to developing own skills, knowledge and abilities to enhance capability.

<b>Leadership Competencies</b>	
<b>Providing Direction</b>	Shaping a vision and environment that enables, inspires and influences others, providing them with a clear sense of direction and purpose.
<b>Collaborative</b>	Developing alliances and engaging effectively with partners and stakeholders





**Maldon District Council**  
**Job Description: FM18 DD13**

<b>Working</b>	for the benefit of the Council.
<b>Change Management</b>	Embracing change and continuous improvement for a more effective Council.
<b>Achieving Success</b>	Providing excellent leadership to help others perform at their best and create effective and efficient service delivery.

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility. All employees are required to be flexible to undertake out of hours work as required, meetings outside office hours will be routine and officers will be expected to attend. This job description will be supplemented and further defined by annual objectives which will be developed in conjunction with the postholder.

This job description will be subject to regular review and the Council reserves the right to amend or add to the details.

**Key Policies**

We are an equal opportunities employer and therefore all staff are expected to comply with our equality policies and help create a work environment in which everyone is treated with dignity, respect, courtesy and fairness. You are also expected to fully comply with health and safety policies and procedures in force to help maintain and develop a safe working environment. In pursuing a practice of continuous improvement and seeking to obtain best value in all aspects of the service, staff will be expected to assist in other such duties as may be allocated for the benefit of the organisation and their own personal development. Staff will be expected to assist if the Council has to deal with the results of a civil emergency.

**This post is not a politically restricted post.**

<b>Signed (Job Holder):</b>		<b>Date:</b>
<b>Signed (Service Lead):</b>		<b>Date:</b>

