**Role Profile**  Senior Skilled Grounds person Queens Park Golf, BCP Band G

**Service/Team** Parks

**Reports to** Area Manager

**Responsible for** Queens Park Golf Course and surrounding public open spaces

**Number of posts** \_ 1

**Post number** 100192

**Career Grade** N/A

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by** maintaining and improving green spaces for the benefit of residents and visitors.

**Job Overview**

## To carry out day-to-day supervision of a team of grounds maintenance staff in order to achieve agreed pre-determined standards, within agreed schedules, resolving routine operational problems as required.

To assist with the enforcement of local byelaws and to engage with Service Users and the wider community

## Key Responsibilities

1. Carry out day-to-day supervision of a team of Groundstaff carrying out pre-determined grounds maintenance and horticultural operations in parks, public open spaces and other areas maintained by the Service Unit
2. Undertake grounds maintenance operations within area of expertise and resolve routine operational problems as required
3. Give appropriate responses to enquiries and complaints from Service Users, when approached and report any issues to Line Managers as necessary
4. Encourage Service Users to comply with relevant Acts and Byelaws and assist Parks Officers to take enforcement action and undertake patrol duties, where appropriate
5. Promote working with Volunteers and Work Placements and help to provide appropriate initial training and instruction
6. Report to the Area Officer any problems that cannot be resolved concerning staff welfare, discipline and safe working practices and assist with staff reviews and development
7. Drive and operate departmental vehicles, specialist equipment and plant as and when required and be responsible for basic checks, safety, cleanliness and safe keeping of equipment within area of responsibility Adhere at all times with the health and safety requirements considered necessary whilst carrying out the duties of the post
8. Assist with site preparation to help facilitate events and activities on Parks maintained land
9. Ensure completion and submission of Section/Service Unit documentation and that Council notices and Service Unit communications are adequately displayed and brought to the attention of staff
10. Be aware of the Council’s Equality & Diversity Policy, avoid discrimination and be inclusive when dealing with members of the public and work colleagues
11. Contribute to initiatives that encourage ‘joined up working’ with other Sections/Service Units and external agencies/organisations
12. May be required to undertake Sports Facility duties, co-ordinating the on site provision of football, rugby, cricket or bowls fixtures as and when required
13. May be required to undertake additional duties and responsibilities commensurate with the post
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## Specific Qualifications and Experience

Essential

* BTEC Level 2 Diploma in Horticulture (QCF), RHS General or equivalent
* PA1 & PA6A
* Relevant NPTC/LANTRA machinery operation certification

Desirable

1. BTEC Level 3 Diploma in Horticulture (QCF), RHS Advanced or equivalent
2. First Line Management level 3 qualification or equivalent

## Personal Qualities & Attributes

1. Good organisational skills
2. Competent in the use of general grounds maintenance machinery
3. Skilled in specific and general horticultural/grounds maintenance tasks
4. Good interpersonal/communication skills
5. Be able to meet set targets and objectives
6. Able to use own initiative
7. Have attention to detail
8. Able to work flexible hours

Willing to undertake training

## Job Requirements

* Able to work across all Greenspace sites within the BCP area, carrying out grounds maintenance operations.
* Able to work outside in all weather conditions (appropriate protective clothing will be supplied).
* Able to work safely, using PPE, when undertaking duties with appropriate safety measures and equipment as detailed in the Standard Operating Procedures and Risk Assessments.
* Able to follow daily and weekly instructions, and able to follow set working routines.
* Able to provide own transportation to sites each morning (departmental vehicles will be provided if travelling between sites during the working day).
* Able to work flexible hours if required during the working week.
* The post holder will be required to wear the appropriate work uniform/branded clothing supplied.

 Updated by: Chris Mcmillan

 1507/2024