

Job Description



JOB TITLE: Outdoor Services Manager

ACCOUNTABLE TO: Town Clerk

OBJECTIVE: To manage the Council's outdoor services.

JOB SUMMARY: To serve as a member of the Council's senior management team and to carry out all the day to day management and administration of the Council's outdoor services.

MAIN DUTIES AND RESPONSIBILITIES:

1. To manage the day to day operations of the Grounds Maintenance Team to ensure that all resources (manpower, equipment and budget) are deployed as required ensuring efficiency and effectiveness.
2. To plan, prepare and organise daily work programmes and individual training plans for each member of staff.
3. To ensure that the Council's recreation and play areas and all other landholdings are maintained to the standards required by the Town Council so that they are available to be enjoyed by members of the public.
4. To arrange for the Council's recreation facilities to be available to hirers and maintained to the required standard so that sporting activities can take place.
5. To ensure that all depot operations; plant and equipment is used and maintained in accordance with approved service schedules to minimise the risk of breakdown particularly at peak periods of use.
6. To contribute to the Environment and Climate Committee agenda in the form of an OSM report and attend the evening meetings (mostly on a Monday at least six times a year). To work with the office staff on additional reports and projects. To attend meetings of the Allotment Liaison Group – or to delegate to the supervisor - and any other ad-hoc task and finish groups.
7. To manage the budget of the Environment and Climate Committee and to work with the RFO to report back on the cost of Council projects and policies.
8. To contribute to the production and implementation of the Council's Health and Safety Policies to ensure that the risk of accident or injury is identified and minimised for the benefit of staff and the general public using a comprehensive system of risk management relating to outdoor services.

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9. To manage the Council's cemetery in accordance with burial law, implementing sensitive and safe working practices and being the Council's representative in dealing with the bereaved.
10. To work with the office staff to carry out procurement exercises for outdoor services in conjunction with the Town Clerk and in accordance with contract rules and the Council's financial regulations.
11. To contribute to the decision-making process of the Environment and Climate Committee to ensure that members are fully advised and informed – and implement the decisions made by the Councillors.
12. To provide the Council's input on all matters of landscape design and play planning, including purchase of play equipment and to co-ordinate responses to public consultations.
13. To organise and support events across the town as agreed with the Town Clerk.
14. To deal with other matters as may reasonably be required by the Town Clerk or Council.

WORKING RELATIONSHIP: Close working relationships will be maintained with other members of staff, members of the Council, other Councils and statutory and non-statutory groups.

Person Specification Outdoor Services Manager



Essential

- At least five years relevant experience in grounds management
- A valid driving licence and own car available for business use
- Experienced in managing and leading a team – a good “people” person
- Financial management and budget control

Desirable

- Management or supervisory experience
- A working knowledge of local government
- Commitment to making a positive impact to the town
- Experience of working with local communities and partnerships e.g. voluntary, business, other levels of local government
- Contract monitoring (public sector)
- Knowledge of Health and Safety legislation and risk assessments
- Experience of managing and maintaining cemeteries, allotments, parks and open spaces

Skills

- Computer literacy including skills in Microsoft Word and Excel, as well as cemetery, allotments and mapping software
- Effective communication
- Ability to write about complex matters concisely in plain language
- Planning, prioritising, scheduling workloads and delivering to pre-determined timescales
- Supervision and motivation of individual staff and teams
- A methodical, accurate approach
- Flexible approach to work and available for weekend events and to attend evening meetings as necessary
- Ability to work under own initiative without supervision, as part of a team and as a team leader
- Enthusiastic, flexible and willing to participate and be involved in all matters relating to the Council's work
- Ability to adapt to change
- Public speaking and presentation skills
- Self-confident but self-motivated
- A positive, calm, patient, pleasant, tactful and discreet nature
- Ability to understand and implement procedures and orders
- Ability to understand technical plans and drawings
- Soft and hard landscape design skills with innovation and creativity