

## Role Profile

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|----------------------|---------------------------------------------------------|
| <b>Job Title:</b>    | <b>Team Leader</b>                                      |
| <b>Location:</b>     | <b>Any location within the London Borough of Barnet</b> |
| <b>Directorate:</b>  | <b>Customer and Place – Street Scene</b>                |
| <b>Grade:</b>        | <b>G</b>                                                |
| <b>Salary Range:</b> | <b>£37,794 - £41,511</b>                                |
| <b>Reports to:</b>   | <b>Greenspaces Supervisor</b>                           |

**1. Job Purpose:**

Responsibility for leading and supervising an operational team to facilitate the delivery of high quality Amenity Horticultural operations within the London Borough of Barnet and to ensure that the service delivery meets the Councils policies and service specifications.

**2. Key accountabilities:*****Horticultural and driving duties:***

- Undertaking Amenity Horticultural operations including grass cutting, pruning, weeding, planting, hedge cutting and leaf and litter collection.
- Sports turf maintenance including setting out, initial and over marking of sports fields, installation and removal of posts. Fine turf maintenance including grass cutting, aeration, scarification, top dressing etc.
- Ground preparation including rotavating and levelling, planting of areas including seasonal bedding, turf, trees and shrubs.
- Application of chemicals as fertiliser and for weed and fungal control (PA1/PA6 and NPTC Cert. required).
- Proven working knowledge and application of key horticultural skills.
- Qualified to NVQ level 2 in Horticulture and/or fine turf maintenance.
- Interpretation of site, landscaping and planting plans including setting out, soft and hard landscaping work.
- Undertaking emergency operations such as storm and snow clearance work.
- Safe operation and maintenance of equipment and tools e.g. ride-on and pedestrian mowers, hedge cutters, brush cutters.
- To ensure that service delivery is in line with specification and service standards as defined.
- To ensure that allocated daily tasks are completed.
- To safely and legally drive a Council vehicle as an ancillary part of the main duties.

- To report and record vehicle defects and personal/traffic accidents as directed under the vehicle operational procedures.

## *Supervision*

- Receive and understand work directions from Senior Team Leaders and Supervisors and liaise effectively and promptly over any issues requiring attention.
- Allocate duties, work rota's etc and provide on the job training of the team directly under the post holder's control. Assist in the identification of training needs of individuals.
- Ensure staff under the post-holders control work effectively, productively and to a high standard to include time keeping and completing work tasks within the specified timescales and standards.
- Complete work records, check sheets, monitoring documents, and other relevant paperwork in a timely fashion
- To directly assist the Supervisors, Senior Team Leaders and Team Leaders, providing cover for short periods of absence, leave and heavy work loads.

## **4 Financial and Asset Responsibilities:**

- Responsibility for horticultural machinery, plant, equipment and materials directly under the post holder's control.
- To ensure security and appropriate use of any hand tools, equipment and machinery issued.
- To ensure that supplies, materials, equipment and tools are not misused or misappropriated.
- To ensure that personal protective equipment issued is worn, cleaned and maintained.
- Locking and security of depots and establishments (where appropriate).

## **5 Staff Responsibilities:**

- Daily supervision and tasking of a small team of operational staff
- To work with other team members and promote a team-working approach at all times.
- To carry out toolbox talks and on the job training in-line with management instructions and documentation.
- To ensure the safety of colleagues and the general public at all times.
- To inform Team Leaders and/or Supervisors of any incident or accident.

## **6 Health and Safety Responsibilities:**

As a manager of the London Borough of Barnet, you are required to:

- Abid by of Barnet's health and safety policy, associated arrangements for managing, and implement the manager's responsibilities set out therein.
- Complete mandatory health and safety training
- Ensure risk assessments are in place for all task/actives where there are significant hazards, including stressors that could have an adverse effect on staff wellbeing.

- Identify and implement controls. Ensure staff are aware of the risk assessment findings and trained in the use of controls measures.
- Monitor health and safety compliance arrangements and take action where there are concerns.
- Include health and safety in regular management team meetings.
- Lead by example, monitor and enforce health and safety compliance of staff.

## 7. Other:

- To inform immediate supervisor of any problems.
- To ensure no unauthorised works are carried out.
- To work under the instruction of the Senior Team Leader/Supervisor and ensure daily tasks are completed to a high standard and to specification.
- To ensure a high degree of customer care is maintained.
- Report environmental defects to the Senior Team Leader/Supervisor e.g., Graffiti, broken furniture etc.

## 8. Promotion Of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values.

To ensure that a high level of confidentiality is maintained in all aspects of work. To encourage and develop optimum performance from staff and underline the corporate approach to customer needs as reflected in the council's structure and style.

Promote Corporate priorities particularly a Clean, Green and Safe Barnet.

Our values:

Caring / Learning to Improve / Inclusive / Collaboration

## 9. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

## 10. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity both in the provision of services and as an employer. All staff are expected to promote equality in the workplace and in the services the council delivers.

## PERSON SPECIFICATION

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| <b>Criteria</b>                                                                                                                                       | <b>Essential/Desirable</b> | <b>Assessed by:</b>   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------------|
| <b>Professional Membership/Qualification</b>                                                                                                          |                            |                       |
| Qualification to NVQ Level 2 and/or experience in amenity horticulture operations                                                                     | Desirable                  | Application/Interview |
| <b>Training</b>                                                                                                                                       |                            |                       |
| Must be willing to undertake/ attend relevant training sessions                                                                                       | Essential                  | Application/Interview |
| Current First Aid Certificate                                                                                                                         | Desirable                  | Application/Interview |
| PA1/PA6A Spraying certificate                                                                                                                         | Desirable                  | Application/Interview |
| <b>Experience &amp; Knowledge</b>                                                                                                                     |                            |                       |
| Experience relevant to post                                                                                                                           |                            |                       |
| Experience in Gardening and/or Sports Turf Maintenance and relevant training                                                                          | Essential                  | Application/Interview |
| Full Manual driving licence                                                                                                                           | Essential                  | Application/Interview |
| Ability to supervise and train operational staff                                                                                                      | Essential                  | Application/Interview |
| Ability to lead and work within a team under minimal supervision                                                                                      | Essential                  | Application/Interview |
| Good communication, numerical and written skills (sufficient to understand and produce basic work directions, monitoring documents and check sheets). | Essential                  | Application/Interview |
| Good customer care skills                                                                                                                             | Essential                  | Application/Interview |

| Knowledge relevant to job                                                                                                                                       |           |                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------|
| Comprehensive knowledge of Amenity Horticulture operations and/or sports turf maintenance operations                                                            | Essential | Application/Interview |
| Proven supervision of staff                                                                                                                                     | Desirable | Application/Interview |
| Knowledge of Health & Safety at work act                                                                                                                        | Essential | Application/Interview |
| Geographical knowledge of the borough of Barnet                                                                                                                 | Essential | Application/Interview |
| Willing to work overtime and weekends if needed                                                                                                                 | Essential | Application/Interview |
| Commitment to council's Aims and Values                                                                                                                         |           |                       |
| A commitment and awareness of the councils equal opportunities policy.                                                                                          | Essential | Application/Interview |
| Committed to delivering equal service access.                                                                                                                   | Essential | Application/Interview |
| Values & Behaviours                                                                                                                                             |           |                       |
| Caring                                                                                                                                                          |           |                       |
| Integrity- I work with colleagues in a way that builds trust.                                                                                                   | Essential | Application/Interview |
| Empathy- I say "thank you" and "well done" where appropriate, and take time to 'check in' to see if the people I work with are ok                               | Essential | Application/Interview |
| Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt                                    | Essential | Application/Interview |
| Learning to Improve                                                                                                                                             |           |                       |
| Agile-I am fully empowered to act within the scope of my role                                                                                                   | Essential | Application/Interview |
| Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can   | Essential | Application/Interview |
| Inclusive                                                                                                                                                       |           |                       |
| Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding | Essential | Application/Interview |

|                                                                                                                                                                                                                                    |           |                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------|
| Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others                                                          | Essential | Application/Interview |
| Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do. | Essential | Application/Interview |
| <b>Collaborative</b>                                                                                                                                                                                                               |           |                       |
| One Team- I actively and purposefully build my network of relationships with people across the Council and proactively seek feedback and evidence as a way of learning from and improving the way I work with others               | Essential | Application/Interview |
| Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet                                                                               | Essential | Application/Interview |
| Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards                                                                               | Essential | Application/Interview |