

## Job Description

Job Title	Team Leader (Parks)
Grade	Band G
Reporting To	General Parks Manager
JD Ref	OPS0016G

### Purpose

Work with the General Parks Manager on the day-to-day management of parks and open spaces inclusive of allotments, countryside, coastal areas, playgrounds, events, trees, and cemeteries within a designated area. Including the responsibility of line Management of rangers and grounds maintenance operational staff, as well as linking in with friends groups and other internal and external organisations.

### Main Duties And Responsibilities

#### Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values and leadership behaviours in the role and organisation.

#### Team Leadership and Management:

- Work with the General Parks Manager in supporting allotment site secretaries and plot holders to ensure allotment sites are safe, productive and attractive, in line with agreed standards and strategies.
- Provide strong leadership, strengthening engagement, growth, culture, innovation, collaboration and performance.
- Assign responsibilities, setting clear expectations, and deliverables to team members and empower them to excel in their roles.
- Through continuous improvement strengthen the tools, practices and impact of the service.
- Manage a team of staff, ensuring that the standards and quality of maintenance are relevant to the needs of the community and visiting public.

#### Data Analysis and Decision-Making:

- Manage the workplace and equipment of the area team, including meeting recycling and waste reduction targets.
- Responsible for improving the image of Wirral's parks open spaces, allotments, countryside, coastal areas and cemeteries in line with current Strategic Plan and Strategic Policy.

- Responsible for quality control in line with all prescribed standards including the Green Flag Award and support applications for Green Flag Awards or other similar external accreditation awards for parks.
- Decide on and co-ordinate the development of specific areas of activity or provision such as children's play, football, bowls, cricket and cycling as required. Decide on, draw up, implement, and review priorities and programmes of work for the development of parks, countryside and allotments.
- Assist with the preparation of and implement a programme of interpretive information, talks, guided walks, exhibitions and events.

#### **Financial Responsibilities:**

- At the direction of the General Parks Manager; prepare estimates for services and tender, operate and monitor tenders/contracts.

#### **Compliance:**

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.
- Conduct site surveys and inspections, including all public routes and be responsible for Health & Safety issues on sites and maintain Health & Safety standards in line with current Health & Safety Policies, including the investigation of complaints and site problems.

#### **Other:**

- Any other duties commensurate with the grade.

## **Role Specific Knowledge, Experience And Skills**

#### **Qualifications**

- Evidence of management or supervisory qualification/training
- NVQ level 2 in Horticulture.
- Full Driving Licence
- *Desirable - NVQ level 3 in Horticulture.*

#### **Knowledge & Skills**

- Strong communication skills.
- Coaching and training skills.
- Able to work with council staff, public agencies, voluntary organisations, allotment groups and plot holders.
- Ability to work as part of a team or individually as required.
- Very good computer skills.
- Financial management skills.
- Knowledge and awareness of health and safety and security issues.
- Able to analyse data and to write reports, plans, policies and work programmes.
- Knowledge and awareness of horticultural techniques.
- *Desirable – Knowledge of community development.*



- *Desirable – Knowledge of decision-making techniques.*

## Experience

- Experience of Green Flag and other Award Schemes.
- Carrying out site surveys and inspections.
- Conducting consultation exercises.
- Experience of providing training to voluntary organisations.
- Proven track record of working within the Horticultural industry.
- *Desirable - Experience of one or more parks and countryside related specialisms.*
- *Desirable - Managing budgets.*
- *Desirable - Using procurement systems to purchase goods and services.*
- *Desirable - Managing, developing and promoting allotments.*

## Additional Information

- Ability to travel across the Borough and work from various locations.
- On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

## Health & Safety Considerations:

- Prolonged Repetitive Movements/Actions
- Moving or handling heavy loads
- Working with dust or fumes
- Working with skin irritants /sensitisers
- Working with chemicals (industrial or cleaning)
- Working at Heights
- Working with vibrating equipment / tools
- Exposure to Noise (>80dbA)
- Lone working
- Working outside
- Work with VDUs (Video Display Unit) (>5hrs per week)
- Driving duties
- Contact with latex
- Exposure to persons with challenging or aggressive behaviour

**Approved By: Darran Marquiss – Assistant Senior Manager**

**Date Of Approval: 15th February 2024**

