

## Shepway District Council Job Description

JOB DETAILS	
<b>Job Title</b>	Horticultural Specialist
<b>Service Area / Team</b>	Operations, Grounds Maintenance
<b>Reports to</b>	Horticultural Lead Specialist
<b>Post Number</b>	
<b>Grade &amp; Annual Salary</b>	Grade F £32,405 - £37,037
<b>Politically Restricted Post</b>	No
<b>DBS Requirement</b>	Standard

JOB PURPOSE
<ul style="list-style-type: none"> <li>• To manage the council's sports facilities (i.e. football pitches, tennis courts, golf course, bowls greens, cricket pitches).</li> <li>• To provide support to the Horticultural Manager in respect of grounds maintenance, bedding designs, landscaping schemes, conservation issues, arboriculture, sport facility management.</li> <li>• To fill in by undertaking operational or out-of-the-ordinary tasks as and when required (i.e. devising and instigating a strategy to deal with aquatic invasive weeds such as <i>Azolla</i>).</li> <li>• To provide technical support and contribute towards the provision of an effective grounds maintenance service and by directly supervising and assisting in the day-to-day activities of the horticultural team and providing assistance and support to the grounds maintenance senior specialists.</li> <li>• To assist in the management of all FHDC corporate open spaces and parks with regards to grounds maintenance. Maintaining 4 as Green Flags.</li> <li>• To assist with the management of all horticultural planting within the district. Providing professional advice in respect of horticulture, landscaping and conservation issues to our customers and partners.</li> <li>• To assist with the management of the Hythe Town Council contract.</li> <li>• To assist with the management of the park keeping service.</li> </ul>

- Work with the Senior Horticultural Specialist to strategically plan investment and asset management over the long term to ensure effective budget spend and ensure best practice and high standards for all aspects of the grounds maintenance work undertaken ensuring compliance is met at all times.
- To liaise with external and internal partners and members of the public to provide specialist advice in a manner of mediums in relation to all aspects of the grounds maintenance service.

<b>MAIN DUTIES AND RESPONSIBILITIES</b>	<b>Frequency (daily/weekly/ monthly/annually etc)</b>
Manage the groundkeepers and seasonal staff.	Daily
Manage sports facilities, organising their ongoing maintenance and repair, constructing sports pitch layouts and designs, communications with sports clubs, controlling bookings and collecting charges (i.e. cash, card transactions, invoicing to account, banking).	Ongoing
Develop and maintain strong relationships with key stakeholders (i.e. sports clubs) and volunteer organisations (i.e. Hythe Civic Society).	ongoing
Assist the Horticultural Senior Specialist to organise and manage grounds maintenance teams and park-keepers across the district.	ongoing
Assist the Horticultural Senior Specialist in the supervision of teams through site visits and quality auditing works.	ongoing
Assist the Horticultural Senior Specialist in the supervision of work experience students.	ongoing
Manage the purchase, storage and distribution of chemical stocks for the grounds maintenance department.	ongoing
Manage the system to check and restock all grounds maintenance first aid boxes in depots and vehicles.	ongoing
Manage the composting of green waste in accordance with operational needs, in line with current legislation.	ongoing
Manage the processing of woodchip and the disposal of waste timber (not suitable for composting).	ongoing
Manage the separation and disposal of metal, wood, hazardous and general waste.	ongoing

Manage the supply of padlocks, alarm fobs and keys for the grounds maintenance department.	ongoing
Work closely with other sections of the council to deliver an integrated approach to environmental management. This may include preparation of reports, policies and publicity.	As required
Undertake induction and risk assessment tool box talks, including writing and updating of risk assessments when required.	As required
Manage the treatment and control of invasive weeds (i.e. Japanese Knotweed, Giant Hogweed, Floating Pennywort, Azolla) across the district. This requires specialist knowledge to determine the correct strategy with correct use of pesticides and their application methods.	ongoing
Provide specialist advice to customers relating to invasive weeds.	As required.
Work closely with the grounds maintenance management team to ensure all strategic objectives are met.	ongoing
Deputise for managers and admin staff where appropriate.	As required
Deal with out of hours emergencies.	Monthly
Brief press officer in respect of media enquiries.	As required
Map production (i.e. for signs, posters, planning, reports etc) using Arc View.	As required
Source and purchase specialist equipment not held in store (i.e. winch dampeners, pontoon, outboard motors).	as required
Prepare Assents with English Nature for Sites of Specific Scientific Interest (SSSI) and Roadside Nature Reserves (RNRs).	As required

#### **CORPORATE RESPONSIBILITIES**

- Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.
- To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
- To actively demonstrate the values and behaviours of the council.

• To ensure our customers are valued by taking into account their views and needs in all that we do.

• To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.

• To communicate openly and honestly with colleagues, members and customers.

• To undergo any training necessary to be able to fulfil the requirements of the job.

• To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

# Shepway District Council Person Specification

## Post Title: Horticultural Specialist

<b>Important Information for Applicants:</b>				
The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. <b>If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.</b>				
Factors	Criteria	Means of Assessment		
		Application	Interview	Test
<b>Qualifications</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>▪ Degree or NVQ 4/5 in a relevant subject or equivalent 5 years+ experience</li> <li>▪ Good basic education to GCSE A-C standard or equivalent (including Maths &amp; English)</li> <li>▪ Full driving license</li> <li>▪ IOSH managing safely</li> </ul>	✓ ✓ ✓ ✓		
	<b>Desirable</b> <ul style="list-style-type: none"> <li>▪ Full driving license including parts C&amp;E (for towing trailers)</li> <li>▪ PA1 and PA chemical spraying certificates</li> </ul>	✓ ✓		
<b>Experience and Knowledge</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>▪ Knowledge and experience relating to grounds maintenance activities</li> <li>▪ Good understanding of Risk assessment, Safe systems of Work, Material Safety Data Sheets, COSHH</li> <li>▪ Demonstrate practical and theoretical knowledge relating to natural systems</li> <li>▪ Knowledge of flora and fauna</li> <li>▪ Good knowledge of invasive plant species management</li> <li>▪ Good understanding of sports pitch management</li> <li>▪ Good understanding of amateur football</li> <li>▪ Good technical knowledge relating to equipment and</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

	<p>machinery use, maintenance and service</p> <ul style="list-style-type: none"> <li>▪ Good understanding of stock-keeping systems</li> <li>▪ Good understanding of the use of pesticides, herbicides and other chemicals</li> </ul>			
	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Staff management experience</li> <li>▪ Knowledge and experience writing technical reports</li> </ul>	<p>✓ ✓</p>	<p>✓ ✓</p>	
<b>Skills and Abilities</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Ability to work as part of a team</li> <li>▪ Ability to operate on own initiative with minimal supervision</li> <li>▪ Excellent written and oral communication skills</li> <li>▪ High level of attention to detail and accuracy</li> <li>▪ Competent user of IT, particularly Microsoft Office</li> <li>▪ Proactive and committed to continued service and personal development</li> <li>▪ Ability to adapt and proactively organise and prioritise work effectively in order to meet deadlines and maintain high standards at all times.</li> <li>▪ Ability to demonstrate a professional and customer orientated approach</li> <li>▪ Excellent interpersonal skills with the ability to operate and build excellent working relationships at all levels</li> </ul>	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	
	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Able to train others</li> <li>▪ Resilient in a fast-paced high-pressure environment</li> </ul>			