

Job Description & Person Specification

Role:	Grounds Manager
Reports to:	Town Clerk
Direct reports:	Grounds Supervisor; 7 Multiskilled Operatives (Grounds); two Environmental Education & Enforcement Officers; Cemeteries Officer; two Sports Pitch Attendants
Salary:	Grade 9 SCP 29-32 £39,862 - £42,839 (Pay Award pending)
Contract:	Permanent, full-time, 37 hours per week

Purpose of the role

This is a senior management role within the Council. The role is responsible for managing and maintaining Falmouth Town Council's parks, gardens, cemeteries and open spaces to a high standard, so they are safe, attractive and accessible for Falmouth's residents, communities and visitors.

The role also has management responsibility for environmental education & enforcement.

Duties and responsibilities

1. Providing effective leadership and management to ensure all staff are fully trained, properly equipped, and supported to carry out their duties safely, efficiently, and to the required standards.
2. Planning, managing and delivering high-quality maintenance and improvement works across key areas of amenity management, horticulture and arboriculture including but not limited to:
 - Compliance and log keeping ensuring the safety of Council staff and sites
 - Obtaining quotations for the programme of works and one-off projects
 - Weed spraying of public areas and highways
 - Council operatives undertaking minor ground works and arboriculture works
3. Ensuring full compliance with the Council's environment and biodiversity policies, enforcement framework and relevant legislation in delivering projects, environmental education, enforcement activities, and the prevention of environmental crime.
4. Managing the Cemeteries Officer and operatives to ensure full compliance with the Council's statutory responsibilities as a Burial Authority, while maintaining cemetery grounds to the highest standards.
5. Monitoring sites, plant, and equipment to promote safe working practices and compliance with health and safety regulations, including secure storage of materials, correct reporting and maintenance procedures, and conducting operational risk assessments.
6. Ensuring all vehicles, plant, machinery, and equipment are routinely serviced and maintained in line with operational requirements, with accurate records kept up to date.
7. Working with internal managers, e.g. the Facilities Manager and external health and safety advisors to ensure the Council maintains robust policy compliance, regulatory standards, and best practices, and advising the Town Clerk accordingly.
8. Developing and defining detailed specifications for grounds maintenance and related service contracts, evaluate tender submissions for compliance and quality, and manage the procurement process through to contract award in line with council policies and best practice.
9. Preparing and submitting bid funding applications, permits and planning applications as required in relation to grounds and environmental sites.

Job Description & Person Specification

10. Monitoring and managing contractor performance to ensure all works are delivered in strict accordance with agreed specifications, completed safely, on schedule, and to the highest quality standards.
11. Assisting the Responsible Finance Officer in the setting of appropriate budgets and ensuring the cost-effective delivery of services within allocated budgets.
12. Assisting the Town Manager with resourcing for event management, including marshalling duties, traffic management, signage, barriers
13. Working with the Facilities Manager to maintain seats, shelters, noticeboards and other street furniture as directed.
14. Ensuring the clearance of litter, weeds etc from all areas is carried out, including designated footpaths and that all bins are maintained. Oversee the removal of excess seaweed in accordance with protocols for designated beaches.
15. Monitoring the use of consumable items and spares and making arrangements for their replenishment.
16. Be included on the alarm call-out list, respond as required, and ensure the on-call rota for staff is maintained. Liaise with the police regarding policing and security matters across all parks and sites.
17. Ensuring volunteer groups are managed and supported by providing guidance, assistance, and advice to help them achieve their objectives effectively
18. Overseeing and supporting the coordination of horticulture event, entries and other community awards and initiatives, including Spring Flower Show, Falmouth in Bloom, Blue Flag and Green Flag schemes.
19. Attending relevant committee meetings, and attending meetings, civic events, and awards ceremonies as a representative of the Council as required

General

1. Undertaking all duties in accordance with Council Policies, in particular those relating to Data Protection, Information Security, Financial regulations, Environment, Employment, Customer Care and Equal Opportunities.
2. Undertaking any duties regarding health, safety and wellbeing at work.
3. Undertaking any relevant training.
4. Being aware of your responsibility under Health & Safety law, taking reasonable care of yourself, your colleagues, other contractors and members of the public always whilst at work.
5. Undertaking risk assessments, complying with safe systems of work and actively promote a safety culture within the workplace.
6. Always represent and promote the service and the Council positively.
7. Carry out any other such duties as may be required by the Council from time to time, commensurate with the grade of the post.

Job Description & Person Specification

Person specification

Criteria	Essential	Desirable	Method of assessment
Experience and knowledge	<p>Proven experience in amenity management, with strong horticulture & arboriculture knowledge and skills</p> <p>Significant knowledge & experience of supervising and managing a team</p> <p>Significant knowledge & understanding of relevant, up to date health & safety legislation</p> <p>Knowledge and experience of managing contracts and contractors</p> <p>Knowledge and experience of risk management and undertaking risk assessments</p> <p>Knowledge and experience of sustainability, environmental & biodiversity principles & best practice, with the ability to integrate these considerations into decision-making and operations</p>	<p>Experience in setting, monitoring, and managing financial budgets and expenditure accounts to ensure accuracy and cost control</p> <p>Experience of successful project management and delivery</p> <p>Knowledge or experience of local government and its place supporting the local community.</p>	Application form, Interview, Technical assessment

Criteria	Essential	Desirable	Method of assessment
Personal attributes	<p>Risk aware, thinks Safety First</p> <p>High level of self-motivation</p> <p>Ability to organise and prioritise own workloads to meet deadlines</p> <p>Good work ethic</p>	Passionate about promoting Falmouth	Application form, Interview

Criteria	Essential	Desirable	Method of assessment
Skills and abilities	<p>Excellent interpersonal skills</p> <p>Good communication and customer care skills</p>		Application form, Interview

Job Description & Person Specification

	<p>Ability to work effectively alone or as part of a team</p> <p>Good IT and digital skills including use of Microsoft Office products, health & safety, staffing software, and other systems</p>		
--	---	--	--

Criteria	Essential	Desirable	Method of assessment
Education and training	<p>Relevant Level 3 qualification in amenity horticulture or equivalent proven experience</p> <p>Relevant Level 3 management & leadership qualification or equivalent relevant experience</p> <p>Current Health and Safety and First Aid Certification</p> <p>Current chainsaw and other relevant plant and vehicle certification</p> <p>Current NPTC PA1/PA6A chemical application qualifications</p> <p>Full, valid driving licence (to meet essential driving requirement of the role)</p>	<p>Project management</p> <p>Manual handling</p> <p>Cemeteries management & grave digging operations</p>	Application form, Technical assessment

Criteria	Essential	Desirable	Method of assessment
Special circumstances	<p>Willing to be on-call and work irregular hours including some evenings & weekends, adjusting your work pattern so these duties are covered as part of your normal working week.</p> <p>Commitment to continuing professional development</p>		Application form, Interview