

## Direct Services Officer vacancy.

Full time, 32 hours 01 October – 31 March, 42 hours 1 April – 31 September

SCP 10, £25,545 with the scope to move to SCP 21, £30,825 dependent on experience and qualifications.

23 Days annual leave.

Job share may be considered.

Long Stratton Town Council is currently a small Town in Norfolk situated on the A140 between Norwich and Diss. Long Stratton has been earmarked for 1875 new homes and a bypass therefore there is plenty of scope for this role to develop.

We are responsible for several sites within the village such as open space, play areas and buildings that all require maintenance and as such we require a full time Direct Services Officer.

We are looking for a committed and highly motivated person to perform grounds maintenance duties, general DIY and building maintenance.

The ideal candidate will have previous experience of general grounds keeping and gardening and who is able to operate a motorised grass cutter and other maintenance/ gardening equipment. Knowledge of basic mechanics and experience in general building maintenance would be desirable.

In order to fulfil this role, you will need the ability to work as part of a team as well as on your own. You will need to be proactive with the ability to work unsupervised. Some Saturday work may be required.

The Council will supply a vehicle therefore a clean drivers licence will be required for this role.

An information pack, application form, job description and person specification can be found on the Council website [www.longstrattoncouncil.info](http://www.longstrattoncouncil.info) . Alternatively e-mail [office@longstrattontowncouncil.gov.uk](mailto:office@longstrattontowncouncil.gov.uk) for an application pack.

Closing date for applications is 19<sup>th</sup> June 2024 with interviews taking place on 20<sup>th</sup> + 21<sup>st</sup> June 2024.

Application forms must be submitted by email or mailed to FAO Becky Buck, Long Stratton Town Council, Long Stratton Town Council Pavilion, Manor Road playing fields, Long Stratton, NR15 2XR. CV's are not excepted.

## Job Description for Direct Services Officer

### Primary objective.

- To maintain a high standard of all Town Council owned amenities and open spaces so that they contribute to a positive way to the Town.
  - A measure of this achievement will be through visual evidence provided to your Line Manager e.g. photographs, site visits, positive feedback, negative feedback.
  - Specific gardening, maintenance and health & safety checks performed to a high standard and within timescales agreed with your line manager.
  - To be responsible for all Council owned equipment protecting them from loss through theft or damage and misuse.
  - To carry out tasks and receive instructions delegated by the Clerk.
  - Supervision of the Council litter picker (playing fields only)
  - Decision making on known maintenance in accordance with the Councils constitutional documents.
  - To undertake any work commensurate with your salary as required by the Clerk.

### Playing Fields and other open spaces

- To ensure that the Town Council owned areas are maintained to an excellent professional standard such that
  - Grass areas are regularly mowed
  - Trees and hedges are maintained to a high standard and any issues that require specialist attention is reported promptly.
  - To carry out pruning and weeding as required.
  - Play and exercise equipment are checked daily for cleanliness, damage and hazards. All damage to be reported promptly and repairs carried out immediately.
  - Repair and maintenance work to be carried out to a high standard.
  - To ensure through close observation that the skating area is maintained to a high standard and report when remedial work is required that requires specialist attention.
  - To keep the parks litter free.
  - To report any evidence of anti-social behaviour immediately to the Line Manager.
  - To maintain the playing field pitches to a high standard
  - To check entrances to the playing fields for wear and tear daily, report as necessary.
  - Treat all wood, fences and seating annually.
  - Report any missed bins.
  - To ensure toilet block is maintained by the Contractor to a good standard

### Play areas, Gym and MUGA

- To carry out an in-depth inspection of all equipment and oil weekly

- To report all issues promptly and carrying out all necessary repairs immediately.
- To report issues that require specialist attention immediately and make safe the area.
- To empty the bins and keep the areas clear of litter and dog fouling as required in the absence of the litter picker.
- To maintain the children's play equipment.

#### Village

- To keep the village looking at its best by carrying out the following
  - Inspecting bus shelters, cleaning and repainting where required, reporting any issues that require specialist attention promptly.
  - To check all grit bins weekly
  - To carry out weeding and pruning in the village
  - Daily inspection of Christmas trees during the winter period.
  - Maintain all council owned seating within the village.
  - To be in attendance during the fair and supervise siting of the equipment and removal thereafter.
  - To sweep footpaths weekly on Council owned areas
  - To maintain and clean any other property or assets belonging to the Town Council that is in their possession now or comes into their possession at a later date.

#### Assets and Equipment

- To ensure the Town Council assets are properly maintained and protected from loss through misuse, theft or damage.
  - Check all cameras and lighting daily and report any issues immediately
  - A visual check of the Pavilion daily
  - To maintain the asset register as required.
  - To collect supplies as required.
  - Ensure all chemicals and equipment are stored in line with the appropriate guidance.
  - Maintenance of the pavilion
  - Setting up the community room if required.
  - To carry out a stock report annually

#### Training

- The groundsman will be expected to bring to the attention of the line manager any training requirements that you may feel is required to assist you in safely completing your role, and maintain competence through continual professional development e.g.
  - Emergency first aid
  - COSHH
  - Pesticide handling
  - Use of Plant or Machinery
  - Manuel Handling
  - Risk Assessment
  - Health & Safety

## Person Specification for Direct Services Officer

Direct Services Officer	Essential (Criteria which must be met if the job is to be performed successfully)	Desirable (This function us to help decide whom to shortlist if there are too many candidates who meet the essential criteria).
Training and Education	<ul style="list-style-type: none"> <li>• Good general standard of education</li> <li>• Level 2 or 3 Grounds maintenance qualification</li> <li>• IT literate</li> </ul>	<ul style="list-style-type: none"> <li>• Professional qualifications <i>Pesticide training PA1 &amp; PA6, Building maintenance, Play equipment maintenance</i></li> <li>• ROSPA training</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Grounds maintenance</li> <li>• Managing own workload</li> <li>• Lone working and working as a team player</li> </ul>	<ul style="list-style-type: none"> <li>• Tradesperson</li> <li>• Building caretaker</li> </ul>
Skills and Knowledge	<ul style="list-style-type: none"> <li>• Be willing to undertake and complete training courses</li> <li>• Good communication skills</li> <li>• Good all-round abilities</li> <li>• Good time management</li> <li>• Able to promote a positive image of the Town Council</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of grounds machinery care</li> <li>• COSHH training</li> <li>• Manual Handling</li> <li>• Chainsaw licence</li> <li>• Building Maintenance</li> <li>• Play equipment maintenance and inspection</li> <li>• Understanding of Health and Safety regulations and practices</li> <li>• First Aid</li> <li>• Horticultural</li> <li>• Legionella, knowledge and prevention</li> </ul>
Behavioural	<ul style="list-style-type: none"> <li>• Reliability</li> <li>• Flexibility</li> <li>• Conscientious</li> <li>• Observant</li> <li>• Use own initiative</li> <li>• Approachable</li> <li>• Proactive</li> <li>• Able to prioritise workload</li> <li>• Ability to think outside the box</li> <li>• Professionalism</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Full driving licence</li> <li>• Physically fit and able to lift and move large obstacles/ materials around</li> <li>• To cover team members where required.</li> <li>• To attend all Council run events.</li> </ul> <p>Willing to work flexible hours to fit with the Councils needs.</p>	

# Application form for Long Stratton Town Council

Application for employment as: Direct Services officer

Surname.....

Other names.....

Address.....

Postcode.....

Telephone & email.....

[Expand each box to fit your information]

## Education and training

Details and results of any examinations taken

Further education (e.g. technical college, evening classes)

**Employment history**

Present (or most recent employment).....

Address.....

Postcode.....

Job title.....

Duties, if you require further space please use an additional piece of paper.

Date employed: from ..... to .....

Reason for leaving

Please tell us about other jobs you have done and about the skills you used and/or learned in those jobs if you require further space please use an additional piece of paper.

## Suitability for the Role

Please tell us why you applied for this job and why you think you are the best person for the job if you require further space please use an additional piece of paper.

## Additional Information

Do you consider yourself to have a disability?

Yes  No

Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process

Do you have any unspent convictions?

Yes  No

If yes, please provide details:

Are you related to any of the Councillors?

Yes

No

If yes, please provide details:

## References

Please give the names and addresses of two persons as referees whom we can approach for references. No approach will be made to your present employer before an offer of employment is made.

1

2

I confirm that to the best of my knowledge the above information is correct.

Signature ..... Date .....