

RUGBY BOROUGH COUNCIL

JOB PROFILE

Post No.**Post Title:** Green Space Chargehand**Unit/Team:** Grounds Maintenance**Grade:** Grade E**Service:** Operations & Traded Services**Reports to:** Green Space Supervisors**Issue Date:** February 2025

PURPOSE OF THE JOB

Under the direction of the Green Spaces Supervisors, be responsible for the daily workload and day to day activity of a number of small teams maintaining and improving the parks and open space and other natural environments to the Borough's high standard.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 Required to exercise initiative and independence in decision making 'on the ground' to resolve issues, including the resolution of minor complaints and service issues. This will include dealing with both employees and members of the public in an appropriate manner with appropriate record keeping. Seeking advice from Green Space Supervisors where required.
- 1.2 To ensure the effective and efficient delivery of operational services in line with the aspirations of the Grounds maintenance Service. This will include ensuring all employees have the correct resources to undertake their daily tasks.
- 1.3 The post holder will be 'hands on' and will work with teams in a physical capacity in the delivery of daily work tasks.
- 1.4 Carry out the planting and maintenance of bedding, herbaceous borders, trees, tree and shrub plantations, and hedge laying.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 Ensure compliance with both the Health & Safety at Work Act and the Council's Safety Policies.
- 2.2 To work with colleagues in the service to develop new and improved methods of working to increase performance standards and efficiency.
- 2.3 To provide cover for the Green Space Supervisors as and when required

- 2.4 Any other reasonable duties as may be required by the Head of Operations and Traded Services or other service managers in line with your skills and knowledge.

3. SUPERVISORY RESPONSIBILITIES

- 3.1 Providing on the ground direct supervision to teams as specified by Green Space Supervisors to ensure deadlines and targets are met.

4. FINANCIAL RESPONSIBILITIES

- 4.1 The post holder has no financial responsibility.

Financial Rules and Procedures

The Council's rules and procedures for all financial activities are set out in the Council's Constitution within Contract Standing Orders (part 3f) and Financial Standing Orders (part 3g). More detailed guidance on specific financial activities is provided in a series of Financial Instructions.

Copies of these documents will be available within each Department and are also shown in full on the Council's Intranet site under the heading of 'Finance' within 'You and Your Job'.

All employees who carry out any financial activities must ensure that they are familiar with, and comply with at all times, the Council's financial rules and procedures.

5. RESPONSIBILITY FOR ASSETS AND DATA

- 5.1 Play an active role in identifying, managing and controlling any risks relating to Risk Assessments, Safe Systems of Work and the Asset Register.

6. EXTENT OF PUBLIC CONTACT

- 6.1 Ad hoc contact during the normal working day

7. WORKING CONDITIONS AND ENVIRONMENT

Based at Caldecott Park offices. Working hours will need to be within the services requirements with the agreement of the service manager.

The postholder will be active externally throughout the Borough in adverse weather conditions.

You may come into contact with hazardous substances and needlesticks during the course of your duties.

To provide weekend cover to carry out irrigation and other nursery related duties for the Caldecott Park Nursery on a rota system during peak growing season. (April to October)

To participate in a rota system to respond to out of hours alarm call outs as necessary.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

- Financial Accounting
- Equality and Diversity
- Health and Safety
- Risk Management
- Anti- Fraud
- Data Quality and Data Protection
- Business Continuity
- Major Emergency Plan
- Procurement and Contract Management
- Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager.

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION

Post: Green Space Chargehand



For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Industry qualification e.g. C&G, ILM, NCH, NDH or equivalent (or willingness to undertake this training in the first 12 months).	E	A, D
Possess or working towards PA1 & PA6 spraying certificate.	E	A, D
Full valid driving licence.	E	A, D
Experience in the grounds maintenance industry.	E	A, I
Good organisational and communication skills	E	A, I, R
Safety awareness and a knowledge of all current legislation.	E	A, I
Good basic literacy and numeracy skills	E	A, D
Competent in IT skills and the use of handheld computer devices and software	E	A, I
Willingness to undertake management skills training courses and/or ILM Level 2 qualification.	E	A, I
A commitment to work within our CAN DO values.	E	A, I
Ability to use petrol and battery powered equipment, including ride on, pedestrian and remote-controlled mowing machinery to:- NPTC Level 2 qualification. Lantra Operation & Maintenance qualification for the use of Woodchippers.	E	A, I
RP11 Play Area Inspector Qualification.	D	A, I
Good Knowledge of machinery and its maintenance.	D	A, I
Good knowledge of plant species.	E	A, I, R
Ability to use their own initiative	E	A, I, R

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T

References	R
Documentary – eg certificates	D