

BRENTWOOD BOROUGH COUNCIL

[LOCAL SCHEME OF CONDITIONS OF SERVICE]

JOB PARTICULARS

POST:	Grounds Street Care Operator (FTC)
POST REFERENCE:	TBC
SERVICE:	Street Scene – Warley Depot
DEPARTMENT:	Operational Services - Street Scene
BRENTWOOD GRADE AND SCALE:	Grade C (SCP15 – 19)
CONTRACT TERM:	12 Months renewable contract
SALARY (BASIC):	£18,491 - £20,502 (Starting salary dependent upon skills and qualifications, progression subject to satisfactory performance)
PENSION:	On joining the Council, employees will automatically become Members of the Local Government Pension Scheme. The employees' contribution rate, based on annual pensionable earnings, is between 5.5% and 7.5%.
CAR LOAN FACILITY:	As part of the Council's "Recruitment and Retention" package, loan facilities for the purchase of a motor car have been extended to all permanent staff under the Scheme's amended rules and conditions, at the discretion of the Head of Paid Service. In certain circumstances the Scheme shall also apply to staff with leased vehicles, but not to those who already have outstanding car loans. Full details available from the HR Helpdesk.
CHILD CARE VOUCHERS:	Childcare vouchers work by salary sacrifice, which means that you receive the vouchers instead of part of your salary. Unlike your salary, childcare vouchers are free of tax and national insurance, which could save you over £900 a year, depending on individual circumstances. Full details of the scheme are available from the HR Helpdesk.
SEASON TICKET LOAN (PUBLIC TRANSPORT)	An interest free season ticket loan for public transport is available, subject to conditions of the Scheme and authorisation of the Chief Executive.
HOLIDAY ENTITLEMENT:	Minimum leave 23 days (27 days after five years Local Government service).
PERIOD OF NOTICE:	One calendar month.

- WORKING HOURS:** 37 hour week
The service has introduced a shift pattern for all Street Scene Operatives, which may include split shifts, weekends (paid at a flat rate) and Bank Holidays
- A scheme of flexible working hours operates within the Council by agreement with line management and operational needs.
- The postholder may be required to attend evening Council or Committee or other meetings outside normal office hours as necessary to carry out prescribed duties and responsibilities.
- Overtime working is required on occasions for which payment would be paid where appropriate and authorised by management in advance.
- CLOSING DATE OF APPLICATIONS:** To be submitted by 11th August, 2017
- INTERVIEW DATE:** To be arranged in due course.
- INTERVIEW EXPENSES:** Brentwood Borough Council does not reimburse candidates
- INFORMATION:** For informal discussion and information, please telephone Stuart Anderson on 01277 312500.
- ACKNOWLEDGEMENTS:** It is expected that candidates invited for interview will be informed within 1 month of the closing date. In the interest of economy, it is no longer the Council's practice to acknowledge the receipt of applications or, to notify unsuccessful candidates other than those called for interview. Applicants who wish to receive acknowledgements should attach stamped addressed envelopes to their completed application form. If only one envelope is received it will be assumed that you wish only for the receipt of your application to be acknowledged.

Once completed this Application Form and Equal Opportunity Monitoring Supplement should be returned to:

Brentwood Borough Council
Britannia House
Mere Way
Ruddington
Nottingham
NG11 6JS

Please mark applications "Staff Appointment for the attention of Human Resources".

Brentwood Borough Council

Job Description

Post Title	Street Scene Operative
Grade	C
Post Reference	
Service Area	Street Scene
Reporting Relationships	
<i>Responsible to:</i>	Deputy Operations Manager
<i>Responsible for:</i>	None

Main Purpose of Job

To work in a small team of Street Scene Operatives within an area specified by the Deputy Operations Manager. The post holder could be based at various sites throughout the Borough and will assist in the maintenance and cleansing of a wide range the Council's public places and open spaces on a shift basis covering Monday to Sunday.

Main Duties and responsibilities

1. To provide a wide range of duties connected with the delivery of Street Scene Services, including:
 - Grounds maintenance
 - Street cleansing (including mechanical sweeping)
 - Golf Course
 - Building cleaning
 - Cemetery (including grave digging & Maintenance)
2. To ensure the wide range of duties specified by the Supervisor are delivered, and that you have the relevant training to conduct these duties.
3. Following instructions given by the supervisors, attending pre planned appointments promptly, learning skills which will enable Multi-tasking where appropriate, deliver daily work provided by the supervisor, assisting with the organising of materials required, keeping records, handing in job records daily, and following administrative procedures as directed.
4. Driving Council vehicles, and ensuring that vehicles and plant are clean and in good working order, and you have relevant licences and training.

5. Work to a high standard ensuring high quality workmanship and maintaining an acceptable level of productivity commensurate with skills and experience.
6. Carry out duties, which require a standard of numeracy and literacy (as the job requires the employee to complete time sheets and claim forms, daily defect checking, keeping records and to fulfil statutory checks as required). Ability to adapt to changing working environments and work patterns as deemed necessary to meet strategic goals of the service area.
7. Represent Street Scene in a manner conducive with the standards expected, including the carrying of an identity card and wearing of the uniform supplied. To communicate with customers, management team and members of the public in a polite manner placing the highest possible emphasis on customer care, and encourage customer involvement and feedback.
8. Responsible for maintaining health, safety and welfare of self, other employees and members of the public ensuring adherence to safe working practices and environmental procedures. Including attendance of team meetings to discuss operational issues and Health and Safety updates
9. Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.

Person Specification

Knowledge and Skills

It is essential that the post holder has at least two years experience in one or more of the following areas; grounds maintenance, street cleansing, and desirably has a qualification within a specialised area.

The post holder must have the ability to communicate both verbally and in written form, and have the ability to work with a range of individuals and other Departments within the Council. They should have excellent organisational skills such as time management.

Mental Skills

The post holder must demonstrate a high degree of attention to detail, and have a keen interest in maintaining the Council's areas of responsibility.

Interpersonal and Communication Skills

The post holder will have regular contact with individuals, both internal and external. In the development of the service the post holder will require excellent team working skills.

Physical Skills

The post holder will be required to drive Council vehicles and therefore a current driving licence will be required, for the correct class of vehicle.

Initiative and Independence

Although it is expected that the post holder will have support from the Senior Street Scene Operative, this may not be in the form of direct supervision, and there will be occasions where the post holder would be expected to work independently and use initiative to complete tasks.

Physical Demands

The post will be physically demanding, and the post holder will be working outdoors which will involve some exposure to inclement weather, disagreeable or difficult surroundings/conditions. This post will require unsociable hours, including weekend working (which will be paid at a flat rate), and Bank Holidays.

Mental Demands

Some levels of work related pressure because of deadlines.

Emotional Demands

This post involves some contact with members of the public, partner representatives and Councillors that would place emotional demands on the jobholder such as working with people experiencing disadvantage.

General

Other duties – the duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time within the context of the grade for this post. Any such duties should not however substantially change the general character of the post and if it appears that they will then the post holder should refer the matter to their manager/personnel or union/staff representative.

Shift working – the service has introduced a shift pattern for all Street Scene Operatives, which consists of a 37 hour working week, which may include split shifts, weekends (which will be paid at a flat rate) and Bank Holidays.

Appraisal - The Authority has introduced a Personal Appraisal Scheme. The post holder will therefore agree Key Objectives of the post together with performance indicators. The Scheme involves the employee and manager mutually agreeing the criteria upon which performance should be measured.

Equal opportunities – the post holder must carry out his/ her duties with full regard to the Council's Equal Opportunities policy.

Health and Safety – the post holder must carry out his/ her duties with full regard to the Council's Health and Safety Procedures

Date: