

Job description

Job title: Senior Grounds Worker

Grade: Level 1 post: Grade 6

Level 2 post: Grade 7

Job evaluation reference: HF712a/b

Job family: Hospitality & Facilities

Purpose and impact

This post is part of Grounds Maintenance and Landscape Services. The role's priorities are in assisting the Grounds Supervisor to lead and manage a team to deliver an agreed programme of works whilst providing a cost effective, high quality and customer focused service.

Key responsibilities

1. Supervising Grounds Worker team members.
2. To deliver agreed programmes of grounds maintenance and landscape work and to assist, and stand in for, the Grounds Supervisor as required.
3. To produce and maintain a high standard, cost effective delivery.
4. To contribute to the efficient and effective delivery and development of the wider service.
5. To work collaboratively with clients, other Council staff, the community and other stakeholders to deliver services.
6. Ensuring statutory and safety obligations are met, and there is compliance with legal and technical matters relating to sites, access, highways and general environment management.
7. Providing responses and advice in relation to customer and community feedback, complaints and a wide range of general enquiries.
8. Representing the service and promoting its work and being an advocate for Dorset Council and its partners.
9. Any other lesser or comparable duties as required.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Progression in post:

There is no automatic progression from Level 1 to Level 2. Appointment at Level 2 is subject to: the advancement requirements as set out below and on the Person Specification; relevant business needs; and there being a position available within the relevant service area.

Key responsibilities for Level 2 post (in addition to Level 1 above):

1. To lead and supervise staff, contractors and agency workers as required.
2. Primary responsibility for allocated service functions e.g. managing sites, planning and managing specific projects or aspects of service.



3. Leading on allocated areas of service.
4. Communicating with partners, clients and stakeholders, including landowners, interest groups, parishes, local community groups, internal colleagues and the general public to respond to issues and to develop and sustain good working relations and agreements.

Supervision and management

Reporting to: Grounds Supervisor

Responsibility for: Supervisory responsibility for Grounds Workers

- Ensuring customers desired outcomes are achieved.
- Ensuring deadlines are met.
- Ensuring budgets are met.

In addition to the above, Level 2 post holders have responsibility for:

- Leading, supervising, coaching and training staff including Grounds Workers and as well as agency staff and external contractors in the allocated service areas.

Other factors

1. Responsible for ensuring risk assessments, method statements, Hand Arm Vibration records and other Health and Safety requirements are in place.
2. Responsible for safe use of vehicles, equipment and tools.
3. Required to use and be responsible for protective clothing.
4. Off-road driving and towing trailers, both on and off road.
5. Ongoing requirement for practical physical work (e.g. using hazardous operations involving powered equipment such as brushcutters and driving off road).
6. Manual outdoor working, throughout the year in all weathers.
7. Exposure to potential biohazards and / or challenging public behaviour.
8. To be responsible for the outcome of relationships with a wide range of internal and external contacts, including other service providers, ensuring the effective delivery/provision of the service.
9. Frontline service delivery, sometimes needing to react to unplanned events and to resolve emerging disputes.
10. Working to deadlines to achieve outcomes.
11. An Enhanced DBS check is required.
12. **In addition, Level 2 post holders are:** required to balance responsibility for the delivery of contracts and designated responsibilities with the day-to-day provision of operational services.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Dorset
Council



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria: you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. A formal qualification in Amenity Horticulture, i.e. NVQ Level 1 or equivalent, or significant equivalent relevant demonstrable experience	Application form
2. Level 2 post holders: A formal qualification in Amenity Horticulture, i.e. minimum of NVQ Level 2 or equivalent, or significant equivalent relevant demonstrable experience	Application form
Experience	
3. Post-qualification experience in relevant field	Application form
4. Level 2 post holders: Significant post-qualification experience in relevant field	Application form
5. Experience of processing information requests from a wide range of stakeholders and responding with professional and technical advice	Application form
6. Experience of identifying opportunities for income generation	Application form
7. Experience in assessing and eliminating or minimising risk	Application form
Knowledge	
8. Professional knowledge of relevant law and local policy	Application form Interview Assessment
9. Level 2 post holders: Substantial professional knowledge of relevant law and local policy	Application form Interview Assessment
10. Knowledge of good practice and principles in relation to leading and supervising people and contracts/projects	Application form Interview Assessment
Skills and abilities	
11. Awareness of (and an effective approach to) good practice in respect of Health and Safety	Interview Assessment
12. Qualifications and extensive experience in the use of commercial grounds maintenance machinery e.g. ride-on mowers, hedge cutter, chainsaw, brushcutter etc	Interview Assessment
13. Good communication and motivation skills	Interview Assessment
14. Level 2 post holders: Excellent coaching and supervisory skills	Interview Assessment



15. Level 2 post holders: Excellent communication and motivation skills	Interview Assessment
16. Level 2 post holders: Ability to resolve difficulties using diplomacy and negotiation skills	Interview Assessment
17. Level 2 post holders: Effective IT skills	Interview Assessment
Our values	
18. Respect	Interview Assessment
19. Together	Interview Assessment
20. Accountability	Interview Assessment
21. Openness	Interview Assessment
22. Curiosity	Interview Assessment
Other	
23. Able to deal with deadlines and high work demands	Application form
24. Capable of impartial and objective judgement	Application form
25. Confident, tactful and diplomatic	Application form
26. Articulate and fluent verbal communication skills	Application form
27. Systematic and well organised	Application form
28. Ability to fulfil the travel requirements of the role	Application form
29. Full current manual driving licence	Application form
30. An Enhanced DBS check is required	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
31. NVQ Level 2 or equivalent qualification in amenity horticulture	Application form
32. Level 2 post holders: NVQ Level 3 or equivalent qualification in amenity horticulture	Application form
33. Valid Health and Safety certificate	Application form
34. Qualification in risk assessment	Application form
Experience	
35. Extensive experience in supervising employed staff, agency workers and external contractors	Application form
36. Extensive experience in supervising/managing staff to produce and maintain a high standard, cost effective delivery	Application form
37. Extensive experience in managing grounds maintenance contracts and projects	Application form



Skills and abilities	
38. Qualifications and extensive experience in the use of all commercial grounds maintenance machinery including tractors and attachments, flail hedge mower etc	Interview Assessment
39. Ability to carry out and record accurate contract costings and quotations	Interview Assessment

Approval

Manager's job title: Team Manager – Arboriculture & Grounds

Date: Updated January 2025

