



Job Title:	Parks and Estates Officer		
Location:	Thorpe St Andrew Town Council		
Level/Salary Range:	£19,650 + LGPS Pension	Position Type:	37 hours per week (Monday to Friday)
Applications Accepted By:			
E-MAIL: office@thorpestandrew-tc.gov.uk Attention: Operational Manager		MAIL: Operational Manager Town Hall, Pound Lane, Thorpe St Andrew NR7 0UL	
Job Description			
ROLE AND RESPONSIBILITIES			
Under general direction from their line manager, maintain and supervise the day-to-day operational running of council recreational parks and sporting facilities.			
<ol style="list-style-type: none"> 1. Provide a highly visible service to assist with queries and issues arising from use of Town Council buildings 2. Undertake routine grounds and building maintenance work 3. Marking out and setting up of sports pitches and amenity playing surfaces. Look after the surrounding areas and carry out general duties 4. Safely operate equipment and machinery used in grounds maintenance 5. Drive and maintain vehicles and equipment as required 6. Inform line manager or where appropriate, take corrective action on mechanical defects or breakdown of equipment 7. Ensure the safe use, storage and disposal of herbicides and other similar substances 8. Promote the Health and Safety of self and others. Respond to emergencies 9. Maintain a highly visible public presence on Town Council sites and deal with enquires in a timely and positive manner 10. Monitor and document the usage of Town Council facilities. 11. Monitor, record and promote responsible park and mooring usage, issuing enforcement through any bye-laws, contract-law, fixed penalty notice and/or delegated powers as required 12. Support Town Council Events 13. Monitor and report issues and breaches of the allotment garden rules on allotment sites as required 14. Undertake any such duties reasonably requested which are commensurate with the general level of responsibility 15. Undertake training as directed 16. Actively support the principles and practice of equality of equal opportunities 17. Take reasonable care for the health and safety of yourself and other persons 			
Post may be subject to DBS check.			

We want everyone to feel valued, supported and comfortable being their true self at work. We are proud to be a diverse and inclusive employer, supporting social mobility and giving opportunities to people whatever their background.

The Parks and Estates section of Thorpe St Andrew Town Council is looking to recruit a suitably qualified and experienced Parks and Estates Officer. Your duties will involve a range of tasks including building and amenity monitoring and maintenance, grounds maintenance, promoting health and safety and supporting Town Council events. Hours of work will include evenings and weekends and flexibility and reliability are therefore important.

This post may be subject to Disclosure and Barring Service checks.

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Person Specification			
THE PERSON SO APPOINTED MUST FULFIL THE FOLLOWING REQUIREMENTS:			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
Applicants should have a minimum of 2 years prior grounds maintenance experience.			
ESSENTIAL SKILLS			
<ul style="list-style-type: none"> • A valid 'full' driving license • Awareness of Health and Safety requirements • Good communication skills • Reliable and flexible approach to work • Ability to work in a fast-paced environment • Experience of dealing with competing deadlines 			
DESIRABLE SKILLS			
<ul style="list-style-type: none"> • Formal training in manual handling • NPTC Chainsaw CS30, CS31a, CS31b • Competence in the Safe Use of Pesticides PA1 + PA6 • Experience of enforcement activities related to local government • Experience of general building maintenance 			