

## Lancaster City Council - Job Description & Person Specification

<b>Job Title:</b>	<b>Gardener Apprentice</b>	<b>Grade:</b>	<b>6 (on completion)</b>	<b>Job Code:</b>	<b>LCC632</b>
<b>Service/Team:</b>	<b>Public Realm</b>	<b>Role Type:</b>	<b>Community</b>	<b>Reports to:</b>	<b>Area based Team Leader</b>
<b>Line Manages: *Title/s &amp; LCC Code</b>	<b>n/a</b>				

### Job Overview

To assist in working across the district to deliver an efficient and effective service by undertaking a wide range of grounds maintenance duties to the highest possible standard.

### Direct Responsibilities

- To undergo a structured training programme in relation to a range of Horticultural / gardening activities following instructions and under the supervision of fully qualified horticultural staff
- To assist in general amenity grounds maintenance duties using hand tool and mechanical horticultural appliances
- Ride on mowing, pedestrian mowing operations and strimming
- Hedge cutting and leaf blowing
- Preparation of ground for planting of annual bedding, shrub borders
- Assist in the management of sports greens, pitches around the district including bowling, football and cricket involving scarification, tinning and the application of herbicides, fungicides and fertiliser
- Assist with the maintenance of playground equipment
- To assist with tree pruning and felling operations
- Assist with works such as feathering, crown raising, crown reducing
- To support in all duties as required through schedules and work programmes to ensure areas are suitable for public access and enjoyment
- Responsible for all PPE ensuring it is fit for purpose
- Liaise with members of the public in a positive and professional manner
- To promote environmental good practice and minimise damage to the environment and any disturbance to habitats
- To assist in carrying out regular daily duties across play areas, parks and open spaces including bin emptying, litter picking and cleaning

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- Assist in recording and reporting of any accidents and incidents which may occur and follow the relevant policy
- To assist in the set up / take down and stewarding of events on public open spaces as required.
- To assist in working with the parks community and volunteers across the park grounds as and when appropriate.
- Complete hazard report forms where necessary and ensure health and safety policies and procedures are adhered to at all times, including Hand Arm Vibration logs.
- To maintain an excellent standard of appearance and conduct as a representative of Lancaster City Council, wear the uniform and personal protective equipment provided to you during works time.
- To assist the Street Cleansing and Waste & Recycling teams on related tasks as and when required in line with the business needs.
- To work outdoors all year around in inclement weather

### **Primary Measurable Objectives**

- To assist in ensuring all our open spaces are clean, attractive and to assist in gaining an understanding of the different needs of our communities.
- Create a positive image for the district by improving and maintaining the cleanliness of our streets, focusing on litter, fly tipping, graffiti

Primary tasks within the role that will help us achieve on the council ambitions:

- Areas of work will include assisting with amenity grass cutting, litter management, graffiti removal, leaf clearance, hard landscaping, dyke management, street furniture, playground installation, weed growth and cultivating of the districts bedding areas.
- To communicate in a polite, courteous and professional manner with members of the public, ensuring you are proactive when advising residents and visitors appropriately.
- Ensure you maintain all relevant paperwork/record keeping and complete and return to the office in a timely manner for items such as, but not limited to, fly tipping forms, customer service request forms and vehicle maintenance checks.

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<b>Person Specification</b>			
<b>Knowledge &amp; Educational Requirements</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Assessed by: App Form, Interview, Certificate, Test, Other...</b>
<b>Specialised Qualifications &amp; Training</b>	<p>Commitment and ability to successfully complete a Level 2 and 3 Horticultural Apprenticeship Qualification</p> <p>Have or be predicted at least 4 GCSE's at grade E/2 or above including English and Mathematics or a vocational qualification level 1 plus GCSE grade E/2 or above in Maths and English</p>	<p>Full current UK driving licence or willingness to, at your own expense, follow an approved driver training course leading to the award of a full current UK drivers licence by the completion of your qualification, or be in the process of gaining this. This is required as you will need to work a transient role around the district, as you will have to travel frequently between locations</p>	<p>App Form, Interview, Certificate</p>
<b>Experience</b>	<p>Excellent written and verbal skills</p>	<p>Experience in Horticultural practices</p>	<p>App Form, Interview</p>
<b>Job Related Skills, Knowledge &amp; Abilities</b>	<p>Able to demonstrate excellent customer service skills and commitment to providing a quality service</p> <p>Ability to communicate well with members of the public</p> <p>Able to demonstrate reliability and self-motivation</p> <p>Willingness to learn and develop maintenance skills</p> <p>Willingness to learn and develop organisational and administration skills</p> <p>Able to demonstrate a high level of accuracy</p>		<p>App Form, Interview</p>

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	<p>An understanding of Health and Safety Responsibilities and health and safety at work</p> <p>Ability to work to deadlines and manage time effectively</p> <p>Ability to work effectively as part of a team</p> <p>An understanding of the importance of confidentiality</p>		
<b>Personal Attributes</b> Including Interpersonal & Communication Skills			App Form, Interview
<b>Special Requirements/Other</b>	<p>Working week will be 37 hrs Monday to Sunday on a 5 out of 7 rota including evenings, weekends and bank holidays, in line with business needs.</p> <p>The council's uniform and personal protective equipment must be worn at all times.</p> <p>As a normal part of your job, you will be expected to routinely undertake corporate activities on behalf of your Service. This will include undertaking corporate roles and project work, as long as it is appropriate to grade of the post.</p> <p>The successful applicant will be subject to a basic clearance with the Disclosure and Barring Service.</p>		App Form, Interview

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### **Additional information**

#### Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

#### General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

#### Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

#### Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

#### Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

#### Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

#### Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

#### Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

<b>Employee Signature:</b>		<b>Print name:</b>		<b>Date:</b>	
<b>Manager Signature:</b>		<b>Print name:</b>		<b>Date:</b>	