

# Team Leader Cleansing – Grade 9-10

## Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead, so we are always looking for better and smarter ways to work.

Team leaders support the delivery of front-line services that focus on the whole street environment, from street cleaning, refuse collection or parks and greenspaces. You will undertake day to day management, organization, and supervision of groups of staff to ensure the effective deployment of resources, and communication. This is a career graded post and duties will vary depending upon the allocated functional team. Expected levels of responsibility and accountability increase according to the grade. This post will initially support activities related to refuse and street cleaning services, within the Cleansing Department.

This role is based within [Environment and Climate Change](#). Find out more about [working for Kirklees](#).

## Key areas of responsibility

- Reporting to the Area Manager, you will support the delivery and development of services, planning and determining of resources, assessing impact on resources, people, and implementation.
- Undertake day to day management, organisation, and supervision of tasks for groups of staff and ensure effective deployment and two-way communication.
- Provide effective leadership and ensure that work undertaken is carried out in line with expected standards and in compliance with procedures and legislation.
- Support recruitment, deliver training, produce guidance documents, and risk assessments and regularly communicate with your team.
- Support teams to understand work expectations and change plans, being visible, available, and proactive to address problems, to overcome barriers to improve services and support change.
- Contribute to identifying and resolving operational problems and work in line with frameworks to support good industrial and employee relations.
- Work collaboratively with peers, other service areas and stakeholders to deliver objectives.
- Ensure staff have the required resource e.g., vehicles, tools, equipment, and personal protective equipment.
- Identify issues, feedback on performance, or take action to address or challenge inappropriate conduct.
- Undertake research, investigate matters, and produce reports as required.
- Work collaboratively to ensure services are delivered in a co-ordinated, efficient, and cost-effective manner.

- Supervise staff and ensure performance management arrangements are in place to enable performance of the whole team and individuals to be monitored and managed effectively.
- Ensure you communicate regularly and provide training and guidance to staff on working practices, council and service expectations, legislation, and policies so employees are aware of expectations and responsibility.
- Produce and review risk assessments, support implementation. Proactively monitor and undertake inspections and investigations.
- Organise resources to ensure staff, transport, materials, and machinery are in place as appropriate.
- Understand and apply HR procedure effectively and consistently.
- Contribute to the improvement and marketing of services. Support teams to contribute to changes.
- Maintain information systems relevant to role. Investigate, research, produce reports as required.
- Develop specifications and costings for services and support control of budgets ensuring financial protocols are followed, and monitoring information is maintained.
- Ensure arrangements for security are followed.
- Work with customers, internal and external partners, businesses, to support the service delivery.

## Position of job in organisational structure



## Employee Specification

| <b>Knowledge, qualifications, skills, and experience</b>  | <b>Shortlisting criteria</b> |
|---|------------------------------|
| NVQ3 or equivalent or demonstrate ability to work to that level, produce formal reports, letters, research, produce risk assessments, undertaking calculations on cost, time and quantity and effectively communicate.  | Essential                    |
| Substantial knowledge and experience in Street scene – grounds maintenance, street cleansing or refuse collection services with knowledge of operational machinery, plant, equipment, and operators' guidance.  | Essential                    |
| Ability to demonstrate effective leadership and management of staff and effective use of performance management processes.  | Essential                    |
| Understands statutory provisions related to Street scene services and environmental waste management. Must also understand requirements of Health and Safety at Work Act and how these relate to operational activities, with experience of developing and implementing risk assessments.                                     | Essential                    |
| Knowledge of estimating and pricing works.  | Essential                    |
| Experience of providing training and supporting staff effectively to ensure work is in line with expectations.  | Essential                    |
| Experience of identifying and resolving operational problems and delivery of customer – focused services.   | Essential                    |
| Able to support good industrial and employee relations.   | Essential                    |
| Demonstrable IT skills and experience of using Microsoft packages.  | Essential                    |
| Demonstrable ability to work effectively with others, to deliver shared outcomes and understands current issues facing local government and operations.   | Essential                    |
| Travel is an essential part of this job and therefore it would be extremely difficult for you to do your job effectively if you did not use a car for all or most of the time. It is essential that you hold a full and valid driving licence, and it is expected that you will either use a council vehicle or your own car. | Essential                    |
| Able to work flexibly, including evenings and weekends.   | Essential                    |
| Willing to undertake a standard medical screening appropriate to the occupation risk.   | Essential                    |

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative

- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).

Able to work unsocial hours

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

## For Office Use Only:

|              |                   |                    |                |
|--------------|-------------------|--------------------|----------------|
| Job Category | Waste & Recycling | Grading ID         | 62340 & 62350  |
| Job ID       | 80103136          | Last Updated       | September 2021 |
| Job Focus    | No                | Career Progression | Yes            |

## Contractual Variants

|               |        |                        |     |
|---------------|--------|------------------------|-----|
| DBS Category  | No     | DBS Type               | No  |
| Health Check  | Yes    | Politically Restricted | No  |
| 24/7 working  | No     | Public Holidays        | Yes |
| Night Working | No     | Alternating Pattern    | Yes |
| Standby       | No     | Other                  | No  |
| Checked by HR | M Lunn |                        |     |