

Career Progression Criteria – Team Leader

Team Leaders undertake day to day management, organisation and supervision of groups of frontline staff to ensure efficient and effective deployment and allocation of appropriate resources, to meet service priorities and work in line with expectations. Frontline services undertaken can include street cleaning, refuse collection and grounds maintenance disciplines; these were originally under two job families. This means staff who are recruited to Team Leaders are likely to enter positions from different operational backgrounds. Typically, applications are received from staff who undertook activities either related to refuse and street cleaning or grounds maintenance activities. On appointment, the Team Leaders are normally recruited at the entry level Grade 9.

This progression criteria identifies the main tasks, competencies / skillsets we would expect post holders to demonstrate for the grade and degree of responsibilities. It is recognised that experiences and competence will increase over time but it can take a number of years to develop. Our performance management arrangements will support achievement to progress and to work at the expected grade level. There is not automatic move between grade bands. To be considered for progression, employees must have completed at least 12 months service in the post and employees must also apply for progression and expected to submit work related evidence/documentation setting out how they can demonstrate the required competencies. Following application, employees will have a meeting with their Manager to discuss their performance. Any recommendation for progression must also be approved by the Head of Service. If progression is approved, the implementation date is date of consideration, not application.

Job Evaluation of the post (Top) = Job ID 62340. (Bottom) = Job ID 623050.

All Team Leaders must be able to demonstrate:

Council Behaviours and Expectations	
Behaviours 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: <ul style="list-style-type: none">• Positive• Honesty• Respectful• Flexible• Communicative• Supportive	Expectations We also expect you to promote and role model the Council's Expectations of a New Council manager within the organisation. This role is at level 2. To find out more about Council Behaviours and Expectations please click here . These will be tested throughout the selection process.

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Competencies - Grade 9

For appointment candidates must be able to demonstrate the following: These are also identified on the Job Profile Job Checklist.

Qualifications

- Educated to NVQ3 or equivalent or the ability to demonstrate the ability to work to that level through having written and communication skills to maintain records, interpreting information and produce reports and risk assessment, undertaking calculations and communicate with a variety of people

Technical Knowledge, Experience and Skills

- Substantial knowledge and experience in Streetscene and Housing – grounds maintenance, street cleansing or refuse collection capacity.
- Ability to provide proven examples of effective leadership and management of staff and effective use of performance management processes.
- An understanding of the statutory provisions related to Streetscene services and environmental waste management and how these impact on the work of the service.
- Understands the responsibilities within the Health and Safety at Work Act and how these relate to operational activities, including developing and implementing risk assessments.
- Experience in providing training and supporting staff effectively to ensure that work undertaken is carried out in line with expected standards and in compliance with relevant procedures and legislation.
- Experience of identifying and resolving operational problems effectively and ensure the effective use of resources in the delivery of high quality customer – focused services
- Ability to work in ways which support good industrial and employee relations.
- Knowledge of estimating and pricing works.
- Knowledge of Streetscene operational machinery, plant and equipment and operators guidance.
- Able to monitor data, investigate and assess performance, analyse information, produce reports and present results.
- Demonstrable IT skills and experience of using Microsoft packages.
- Demonstrable ability to work with effectively with others, to deliver common or shared outcomes
- Hold a full driving licence in order to drive appropriate vehicles and have the ability to pass the Kirklees Drivers Assessment. Reasonable adjustments could be considered for those who would find this a barrier to their application.
- Understanding of current issues facing local government and operational future challenges and how this could affect the role

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| <ul style="list-style-type: none"> Able to work evening meetings and work at weekends to meet the needs of the service |
| <ul style="list-style-type: none"> Must be willing to undertake a standard medical screening and any other medical screening as determined by the Occupational Health Unit, appropriate to the occupation risk. |
| <ul style="list-style-type: none"> (ONLY MAY APPLY TO TEAM LEADERS RECRUITED TO PARKS) You must be willing to undertake an enhanced Criminal Records Bureau disclosure. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process. |

Progression to Grade 10

To be considered for progression to the grade level, you will need to demonstrate additional competencies and broader knowledge of the technical. The level of accountability you are able to take on related to service delivery will increase. Employees must have completed at least 12 months service in the post to apply for progression and expected to submit work related evidence/documentation setting out how they can demonstrate the required competencies. Following application, employees will have a meeting with their Manager to discuss their performance. Any recommendation for progression must also be approved by the Head of Service. If progression is approved, the implementation date is date of consideration, not application.

Competencies - Grade 10.

For appointment candidates must be able to demonstrate the following:

Technical Knowledge, Experience and Skills

Experience of undertaking work scheduling and measurements for assessing, quantifying and scheduling planned and ad-hoc works and contracts.

Project/Programme Management skills. Proven ability to lead, plans, co-ordinates and monitor the delivery of projects or as part of a project team across more than one operational area.

Proven experience of managing and presenting Information - Plans, develops, designs and evaluates produces materials for managing and presenting information.

Political Awareness and experience of operationally working with Councillors and Stakeholders.

Experience of communicating effectively with a broad range of people on complex issues both internally and externally.

Proven sustained performance in taking responsibility for setting and achieving required standards, deploying resources effectively and supporting changes in own team/organisational practice, overseeing and ensuring continuous improvement in service delivery.

Proven sustained experience of building and developing teams and role modelling behaviour and manager expectations to effectively support staff and foster good relationships.

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